

## Goodnow Library Board of Trustees

### Minutes

Tuesday, January 7, 2020, 6:30 p.m.

Historical Room, Goodnow Library, 21 Concord Road

**Attendance:** Alan Gordon (ch.), Lily Gordon, Esmé Green (sec), Ingrid Mayyasi (v. ch.), Barbara Pryor, Marie Royea, Beth Whitlock

**Call to order and vote to approve minutes of the December 3, 2019 meeting:** Alan called the meeting to order at 6:43pm, and asked for a motion to accept the minutes. Beth made the motion to approve; seconded by Ingrid. So voted.

### Director's Report:

Esmé asked for approval to close the library on Friday, January 31 for staff development. Beth made the motion to approve; seconded by Marie. So voted.

Esmé reported the Head of Reference Services, Emily Tricco left, as she and her husband relocated to Maryland. The library will begin recruiting a replacement. Also in personnel news, Krista Armstrong resigned to work closer to home and family.

The annual report for calendar year 2019 is due at the end of January. Esmé will bring a draft to the next meeting for review and approval.

Financial Report: nothing unusual to report. Spending level are appropriate for the time of year.

FY21 Budget: Esmé and Anna (Office Supervisor) had the library's budget meeting with the interim town manager and financial director. The library had no special funding requests and the meeting was straightforward.

CPA FY21 Request for Historical Room: Esmé reviewed the project to date: the library submitted a request in the fall of 2019 for \$130K to update the shelving and furnishings in the Historical Room, as the final piece of the "Reimagining the Second Floor" project. The goals of the project were to take out some shelving (we have too much currently) and add secure archival storage. Furnishings include map cases, document storage, and reading tables and chairs that would aesthetically integrate with the room's historic feel. The secondary purpose of the project is to open the room for quiet study. In the surveys and focus groups conducted at the beginning of the Second Floor project, we heard that people need more quiet work space. Seeing that the Historic Room was locked most hours of the day and would serve that purpose well, we combined the need for updated shelving and cabinetry, and quiet space into the one solution of preparing the Historical Room to be safely open during library hours. Esmé and Sam met with the Capital Preservation Committee (CPC) in December to present the project and field questions. Esmé provided additional information by email. Members of the CPC and the Sudbury Historic Commission (SHC) came to view the space and ask questions. The library asked the SHC for a letter of support. There were delays due to snow and holidays but in January we expect the SHC to take up the matter of support and the CPC to make a final vote on whether they support the project. Barbara suggested Esmé call Sherri Cline (Chair of the CPC) to get an itemized list of information they need, or to contact Rachel Onuf, the roving archivist who we consulted with during our grants with the State Historical Records Advisory Board (SHRAB).

Revision of Revolving Fund: The library began accepting passport applications in

September but will not be able to keep the fees until a revolving fund is established at town meeting. Esmé discussed the options of expanding the current meeting room revolving fund to include passport fees. The board asked her to meet with the financial director to work out the wording and process. Barbara made a motion to accept the wording developed by the Financial Director and Town Counsel to go in the warrant. Seconded by Beth. So voted.

### **Trustee Report:**

Friends: The board reviewed a draft of a Memorandum of Understanding (MOU) that was written by Alan, in consultation with Esmé and the MA Board of Library Commissioners (MBLC). The board discussed next steps. Alan and Esmé will work on a draft of a letter for the February meeting, after which it can be mailed to the members of the Friends board with a deadline to respond (two weeks from date letter is sent).

### **Foundation Report:**

Lots of changes with the Foundation. A special meeting was held on Monday January 6 to discuss next steps. Samantha Greenfield resigned to take a full-time job at the Dana Hall School. Holly Bernene resigned as president and was appointed interim development director. Judy Petrovic was voted in as president, leaving the clerk position vacant. Helen Crary stepped in as clerk to replace her. Matt Lucey, the newest board member, was in attendance and helpful in suggesting that we post the development director position on the library website.

Save the date for the next gala, March 28. The theme is Books & Brews. Right now, the foundation is working on getting sponsorships, etc.

### ***Old Business:***

Policy: Use of Meeting Rooms: table until Friends issues are resolved.

Makerspace Policy: Esmé brought back the revised policy for a review and vote. Beth made a motion to approve it; it was seconded by Alan. So voted.

### ***New business:***

Distribute FY21 MBLC Legislative Agenda: Esmé handed out copies of the latest legislative agenda, which calls for an increase in state aid to libraries. The next library legislative day is going to be on March 28 at the State House in Boston.

***Any other items not known 48 hours in advance of the meeting:*** none.

**Adjournment:** Barbara made a motion to adjourn at 8:17pm.

*Next meeting: Tuesday, February 4, 2020*