

**Goodnow Library
Board of Trustees
Minutes
Tuesday, May 5, 2020, 5:00 p.m.
Virtual Meeting Via Zoom**

Call to order and vote to approve minutes of the April 7, 2020 meeting: The meeting was called to order at 5:04pm. Being that the minutes were not available at the time of this meeting, there were none to approve.

Director's Report: news includes Municipal Minute; spring reading challenge; draft of annual report; virtual legislative days

Financial Report:

- General expenses are typical
- Contracted services will be underspent, as we have reduced the schedule of the custodian from 40 to 8 hours per week.
- We are putting a hold on orders of physical material and using it for digital content. The end result will be that the line will be expended but in different amounts than originally planned.
- The salary lines vary. The director line is the best indicator of where spending should be. The full-time is under due to the vacancy for the Head of Reference; the part-time line is under due to one vacancy. The Other and Substitute lines are over due to backfill coverage for the existing vacancies. Taking all of these factors into consideration, plus the fact that the library is currently closed, and no Other or Substitute hours are being worked for any reason, the library will have extra money in this line at the close of the fiscal year.

COVID-19 Update:

- Currently, the library is busy with re-opening planning. The town manager is setting up a Reopening Taskforce, and library associations both nationally and locally are formulating plans. For us, we are hoping to start with contactless service and continue virtual programming. Plexiglas shields have been ordered to place at service desks, PPE on order but in short supply. Town meeting has been postponed until 9/15. The town has invoked the 1/12th budget protocol, and asked for expected month by month expenditures from all departments. Finally, we have been working hard to determine how to run summer reading. It will be for all ages and completely virtual. Esmé and several staff met with the Friends to discuss how to pivot funding and activities. Library staff have presented a budget to the Friends for approval at their next meeting. There was concern about whether or not Friends money could be spent on nonprofits, but all parties are committed to working out a solution.
- Staff activities: lots of training, programs like baby yoga and music makers. Social media, newsletters, following chatter about re-opening. Managed remaining vacation for all staff. All staff zoom on 4/21

Trustee Report: a reminder that board elections will happen at the June meeting.

Foundation Report: the Foundation was pleased to support the library's spring reading challenge, whereby for every minute read, five cents would be donated to Hope

Sudbury to support local residents in need due to the coronavirus. A goal of 30,000 minutes was set and met in under two weeks! The board asked Esmé to remind Holly to send monthly update for this meeting.

Old Business: none

New business: none

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

Adjournment: Beth made a motion, seconded by Marie, to adjourn at 6:12pm.

Next meeting: Tuesday, June 2, 2020, 5:00PM via Zoom