

Goodnow Library Trustee Meeting  
Minutes  
June 2, 2015

Attendance: Sarah Sogigian (secretary/Vice Chair), Barbara Pryor, Robert Iuliano, Carol Hull, Lily Gordon, Esmé Green, Marie Royea

Absent: none

Guest: Len Simon, BOS Liaison

Motion to call the meeting to order: 7:31pm

Vote on May 2015 meeting minutes: Motion by Barbara to accept the minutes, with one correction (adding Dave Pettit's name to the Foundation's Historical subcommittee). Bob 2<sup>nd</sup>. So voted.

Director's Report:

Esmé asked to move the item: Friends Plaque Placement to the first order of business, as incoming president Alice Levine was present to share her opinion on its placement. The board went downstairs to as a group and Alice pitched the suggestion of locating the plaque on the right hand side of the back wall. Having no objection, the board agreed to this placement of the plaque.

After the business of the plaque, Esmé asked to move the item from the Trustees Report: Authority of elected boards in relation to that of the town manager to be the next order of business, as Selectmen Simon, liaison to the trustees was present to give his opinion on the matter. In preparation, Mr. Simon did research by examining the trustees' by-laws, the town charter, the home rule petition and the state constitution. He agreed that it would be helpful to iron out the trustees' role and authority. He suggested it would be a demonstration of confidence in the new town counsel to seek her legal opinion on the matter. Bob felt that an outside opinion would be non-partisan and better suited to give an objective view of the question. He prefers that the selectmen take on the responsibility of getting counsel not previously involved.

Esmé reviewed the financial report. Most lines are getting spent down as the fiscal year draws to a close, with the exception of the salary line. Due to efforts to stay within spending limits and position vacancies, there is the potential for a surplus in the salary line for FY2015. However, there are several larger payrolls coming up, due to sick time and vacations. In addition, Randy LeSage will be getting his sick buyback. Should there be a significant surplus in mid-June, Esmé can request a transfer from the interim town manager for a specific expense. She suggested upgrading the self-check stations or purchasing new circulation computers.

For the new fiscal year, Esmé noted that there are no increases in any lines of the budget, including general expenses, automation, materials or contracted services, just in the salary

line. Also, there are no longer lines for utilities or maintenance. The town meeting article for carpet did pass, which will go towards finishing the first floor and meeting room.

Personnel: Several good applications have come in for the Young Adult position and interviews will begin next week. The library was given permission to fill a benefitted part time reference position as well, and interviews for that position will start in two weeks. The goal is to get both positions filled as close to July 1 as possible.

Esmé met with Bill Place and Jim Kelly to discuss reimagining the outside of the library, a project that includes installing a drive through book return, reversing the direction of the library driveway, resurfacing and striping the parking lot, installing new signage and eliminating the “drop off” parking spaces. Esmé emphasized that timing and publicity will be extremely important to the project’s success. She will be working with Bill and Jim to identify exact dates so that the public will be well-informed ahead of time.

Esmé asked Sarah, the board chair to sign the annual Minuteman Library Network Agreement.

#### Trustee Report:

Slate of officers: Sarah asked for a nomination for vice-chair. Carol nominated Bob. This was seconded by Marie. Unanimously voted.

#### Foundation

- Barbara reported that Rosemary Harvell agreed to serve on the Historical subcommittee and was honored to be asked.
- Barbara presented a candidate for the Foundation board, Judy Petrovic, and asked for a vote to appoint her. Marie inquired about the term length. Barbara responded that it is one year, October to October. This will result in a short term for Judy, who will need to be reappointed in four months. Bob made the motion, seconded by Lily. So voted.

The process of conducting the annual evaluation of the library director was discussed. The trustees asked Esmé to send copies of her previous review, and scheduled a special meeting to conduct it on June 16 at 6:00 pm in executive session.

Motion to adjourn made at 9:30 by Bob, seconded by Marie.

Respectfully Submitted,  
Esmé Green  
June 4, 2015