

**Goodnow Library Board of Trustees
Minutes
Tuesday, December 8, 2015**

Attendance: Carol Hull, Sarah Sogigian (chair), Barbara Pryor, Robert Iuliano, Lily Gordon, Esmé Green, Marie Royea

Sarah called the meeting to order at 7:35pm.

Vote to approve the minutes of the November 3, 2015 meeting with corrections. (Bob/Lily). So voted. Director's Report:

- A. *Financial Report: Esmé reviewed the latest report. We are 42% through the fiscal year.*
- B. *Budget presentation and review: Esmé presented the budget and fielded several questions regarding the numbers. She will follow up on the specific questions and keep the board informed of its status.*
- C. *By law review: the group decided that a methodical review was in order. The by laws have not been updates since 2007. Bob will go through the document line by line and present his recommendations at the January meeting.*
- D. *Report on CPA request to migrate Sudbury Archives to new software platform: Esmé shared the PowerPoint presentation she presented to the Community Preservation Committee, which requests \$50,000 to migrate the Sudbury Archives to a new software platform. The request was well-received and has the support of the Sudbury Historical Society.*
- E. *Staff Day: this year's Staff Development Day will be held on December 11. The Town Manager has been invited to say a few words. The theme will be library "buzz" and include presentations on hot topics in libraries, STEAM activities and a Mindfulness presentation.*

II. Trustees Report

- A. *Update on authority of elected town boards in relation to that of the town manager: Bob reported that he has sent the Town Manager an overview of the situation so far and invited her to meet. She readily agreed.*

III. Foundation Report:

- A. *Report on status of "Reimagining the second floor": Esmé gave a report on the progress of this project. A survey was conducted to determine how patrons use the space today. The Foundation's space planning sub-committee toured the library spaces of the second floor and their feedback was solicited. Tucker Library Interiors was asked to create a new floor plan for the Teen and Reference spaces. Most recently, a library interior designer, Betsy Ricchiarelli was invited to give a proposal for her services. She recommends interviewing staff and determining what their workspace needs are,*

and from there developing a space plan that includes a Makerspace. There is also an anonymous donor who is willing to pay for staff space renovations and the Makerspace. Esmé will keep the board up to date on further developments. Bob asked that the board be given a tour of the space at the January meeting.

B. Vote: to approve Lee McGowan to the Foundation Board: Barbara distributed Mr. McGowan's resume and asked for a vote to accept him to the Foundation board. Bob made the motion. Seconded by Carol. Voted unanimously to accept Lee McGowan.

IV. Old business

A. Policy: Plaques/Naming, tabled until January. Barbara asked that no donors be offered a plaque until this policy is formalized.

V. New Business:

A. Gender neutral bathrooms: Esmé requested that the library bathrooms be relabeled to be gender neutral to be more welcoming of people who do not fit the traditional binary genders. The board agreed that this was the right thing to do and voted unanimously to make the change. (Lily/Bob)

VI. Any other items not known 48 hours in advance of the meeting:

A. Personnel: Rob Lorino, the Teen Librarian has given his resignation. He has been offered another job in Arlington. We are very sad to see him go. He was excellent and we had hoped he would stay longer. Esmé also informed the board of schedule changes that would eliminate 15 minute shifts being covered by part-time staff.

VII. Adjournment: motion to adjourn made by Sarah at 9:00. Seconded by Lily. So voted.

*Respectfully submitted,
Esmé Green, Library Director
December 9, 2015*