

## Goodnow Library Board of Trustees

### Minutes

Wednesday, February 7, 2017, 7:00pm

Small Conference Room, Goodnow Library, 21 Concord Road

**Attendance:** Lily Gordon, Esmé Green, Robert Iuliano, Susan Johnson, Barbara Pryor, Marie Royea.

**Absent:** Alan Gordon

Bob called the meeting to order at 7:08pm.

### **Call to order and vote to approve minutes of the January 3, 2017 and January 25, 2017**

**meetings:** Lily made a motion to approve the minutes of January 3; seconded by Marie. So voted. Susan made a motion to approve the minutes of January 25 as corrected; seconded by Marie. So voted.

### **Director's Report**

Financial Report: Esmé presented the latest financial report. There was a discussion about the Substitute salary spending being at 89% while the salary subtotal is at 60%. Esmé explained that the Substitute line covers sick and vacation, and that it is expended irregularly. It is at a higher level now due to extra coverage during the summer and for the holidays. Use of that line will be slower now until we approach summer again. Marie asked what the library's ratio of full-time to part-time staff is. Esmé explained that there are five full-time staff, five benefitted part-time staff, and 15 staff who work between 8-15 hours per week.

Budget update: The town manager has released her budget. \$9K was restored to the library's budget for general expenses, which had been zeroed out to meet the 1.15% increase limit. All other lines remain the same as submitted. The Books and Materials line is at \$170,630, which meets the minimum requirement set out by the state. Contracted services remains at \$36K, as it has been for several years. Automation is set at \$36.515, down from \$46K in FY17.

Facilities: Esmé and Jim Kelly met with carpet installers to get a quote to install carpeting on the second floor. The project will be done in two phases. The first phase will be from the historic wing up to the elevator, and the second phase will complete the second floor. The timing is still uncertain, but the work will be performed with the other changes to the second floor in mind. We have been struggling with maintaining an appropriate temperature in the building in all areas. Jim has made some progress, but still has not been able to completely resolve the issues.

Library news: Esmé is seeking a consultant to assist with the upcoming strategic plan. Ingrid Mayyasi is running for library trustee.

Meeting rooms policy revision: tabled

Museum pass policy revision: Esmé asked that one small change be approved: to add a cost for the replacement for a lost pass in the amount of \$25. Incredibly, this has never come up before now. Pass replacement costs vary, and \$25 seems the fairest price. Lily made a motion to approve the policy as revised. Seconded by Marie. So voted.

Exhibits policy revision: tabled

## **Trustees Report**

Update on authority of elected town boards in relation to that of the town manager: After the January 25 meeting, Bob wrote to Melissa and confirmed that the board is willing to meet with Bettie Waxman, the mediator. The board needs to focus now on the political campaign for the charter amendment.

## **Foundation Report**

Sherman donation: postponed

## ***Old business***

Parking: We are waiting for the legal representatives to hash out the details of the agreement.

***New Business:*** none

## ***Any other items not known 48 hours in advance of the meeting:***

Latady Agreement: Esmé presented the agreement for the trustees to approve. The purpose of the document is to engage architect Kevin Latady to produce plans for a makerspace on the second floor of the library. The fees for the design will be paid for by the Goodnow Library Foundation. The trustees will work closely with the library director, facilities director and any other relevant parties to assess the architectural plans that are produced. Barbara made a motion to authorize the Goodnow Library Foundation to proceed with the Letter of Agreement with Kevin Latady (attached). Seconded by Bob. So voted.

***Adjournment:*** Marie made a motion to adjourn at 8:19pm. Seconded by Lily. So voted.

*Next meeting: March 7, 2017*