

**Goodnow Library Board of Trustees
Minutes
Thursday, June 15, 2017, 7:00pm
Historical Room, Goodnow Library, 21 Concord Road**

Attendance: Alan Gordon, Lily Gordon, Esmé Green, Susan Johnson, Ingrid Mayyasi, Barbara Pryor, Marie Royea.

Barbara called the meeting to order at 7:05pm.

Call to order and vote to approve minutes of the April 4, 2017 and April 27, 2017 meetings:

Ingrid asked a clarifying question regarding the definition of "exempt status," and Esmé explained that it was a holdover category for patrons over 65. In an effort to simplify the loan periods and fines, and to be more equitable to all patrons, the status will be eliminated as of July 1, 2017. Other effects of the change can be described as the "Rule of 2." The Rule of 2 means that just about all material will go out for two weeks, be renewable twice, and fines will be \$.10 (or two nickels). Susan made a motion to approve the minutes as presented. Seconded by Alan. So voted.

Director's Report:

Financial Report/End of Fiscal Year: We are busy spending our money down. There will be some money left in the salary line and we plan on making a request to carry forward approximately \$4K for an additional security camera in the proposed Teen Area.

Update on Strategic Planning Process: The survey is now closed and we received approximately 400 responses, which meets the minimum requirement for accuracy. We are all working on interviews and focus groups. On July 7, there will be a retreat with the library department heads and the consultant to analyze the input and come up with goals. Esmé will present a draft at the next trustees meeting.

Trustees Report:

Director's evaluation: Barbara reviewed the process for evaluating the director. The group reviewed Esmé's input and asked follow up questions. Barbara and vice-chair, Marie, will get together and write up the evaluation. Barbara will update the Assistant Town Manager and set up a time to meet with her.

Foundation Report:

Update on Second Floor Project (vote): Samantha Greenfield joined the meeting at 8:00pm. She handed out copies of the latest plans for the second floor. The board reviewed them and asked clarifying questions. The Foundation is still seeking and additional \$150K for the project. Marie made a motion to approve the plans and permit the project to move forward. It was seconded by Lily. So voted.

Proposal to allow etching on Sara Sherman NOW Lab glass (vote): Next, Samantha proposed an idea to etch names into the glass for \$5K per family. Lily was concerned that this would take away from the Sherman's donation and not look good. Esmé suggested an art piece inlaid into the floor, designed by local artist Janice Rudolph that could incorporate names of donors in the design. There was support for this idea, so Samantha will reach out to Janice about it. Esmé knows of a library in Cambridge with a similar art piece and will get a picture of it.

Old business

Parking: the legal agreement between the owner of the adjacent lot and the town has been signed by both parties. Esmé is setting up a meeting with the Highway Department Director to plan striping and signage during the second week of July.

New Business- none

Any other items not known 48 hours in advance of the meeting: N/A

Adjournment: Barbara made a motion to adjourn at 8:45. Seconded by Ingrid. So voted.

Next meeting: September 5, 2017; special meeting to review Rudolph design and strategic plan draft, scheduled for August 10 at 12:00 pm.