

**Goodnow Library Board of Trustees  
Minutes  
Tuesday, December 5, 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.

**Call to order and vote to approve minutes of the November 7, 2017 meeting:** Barbara called the meeting to order at 7:08 pm. Marie made a motion to accept the minutes of the November meeting, with corrections. Seconded by Alan. So voted.

**Director's Report:**

Financial Report: Esmé reviewed the latest financial report. We are 41% through the fiscal year. Most areas are on target, with the exception of Juvenile CD, Audio and DVD, and the Adult Audio spending. Esmé has spoken with the selectors of those materials and they will work to catch up. The Adult e-books is 94% expended, but Esmé pointed out that there is also a budgeted amount of \$11K in the trusts and State Aid to carry us to the end of FY18.

FY19 Budget: Esmé presented a draft of the FY19 budget. The instructions this year were slightly different from in previous years. In the past, a target limit was set, and departments were asked the submit No-Override, Level Service and New Initiatives budget scenarios. This year the departments were not asked for separate scenarios, but to simply submit the budget amount needed.

There was a separate form for New Initiatives, and the library requested to reinstitute the Head of Reference/Adult Services position as separate from the position of Assistant Director. In FY14 the position was listed on the salary grid at Grade 9. We recommend lowering it to Grade 8 to match the level of the other library supervisors. This would also require revising the job description of the Assistant Director. By separating these positions, the library would be able to accomplish many of its goals. It would allow Goodnow to develop comprehensive programming and outreach for adults, including technology instruction, cultural programming and outreach. It would help counterbalance the large number of part time staff versus the few full time staff, which makes scheduling coverage for three service desks, seven days a week, for an average of 67 hours, including nights and weekends, a scheduling and budgetary challenge. It would enable the library to serve the community better, particularly adults and older adults, who are the least served currently. It would allow the Assistant Director to focus on library-wide training initiatives, consistency in publicity and marketing, and supporting the entire staff in leading important projects to bring better service to our community, such as Goodnow To Go, a homebound delivery service, implemented collaboratively with the Senior Center.

The other position is for a town-employed custodian. Jim Kelly and Esmé are working on this together, but we have concluded that going out to bid every three years is causing instability and lower standards of cleaning and maintenance for the library.

The budget request without the New Initiatives is \$1,183,443. The total represents step increases and longevity payments of current staff, an increase of \$10K in the Other line, an increase in the Automation line, and 15% of the overall budget targeted for Books and Materials. The

represents a 4% increase over the previous year. When including the salaries for the two new requested positions the requested amount is \$1,277,709. Barbara made a motion to accept the budget as presented in both scenarios. It was seconded by Lily. So voted.

Customer Service Policy (vote): Esmé presented a new draft of the policy, with the recommended changes incorporated. The name of the policy has been revised to be "Library Service Objectives." Other notable changes include replacing the word *customer* with *patron*. Alan endorsed changing the word policy with objectives, and further argued that the document should be shortened to one page for easy reference, and that any rules in the document should be removed. Esmé will work on it some more with her staff and bring it to the next meeting. No vote was taken.

### **Foundation Report:**

Update on Second floor: Esmé reported that most of the demolition work has been completed and cleaned up, the wall opened where the plumber will install pipes for the sink, and the existing wiring tied off. Samantha and Esmé have selected the fabrics, laminates, and paint colors. The contractors have been great to work with; they are efficient, clean and have communicated thoroughly with the library throughout the process.

Appointment of members to Foundation board (retroactive to October): Barbara presented the entire slate of the Foundation board, plus a new member, Peter Fearey, for re-appointment by the board of trustees: Holly B. Bernene, President, Judy Petrovic, Clerk, Lee McGowan, Treasurer, Helen Crary, Jen Hunt, Samantha H. Karustis, Barbara Pryor, Steve Ziobrowski. Barbara made a motion to accept the slate as presented. It was seconded by Marie. So voted.

Fundraising update: \$27,500 has been raised from the sale of tiles, and so the new goal is \$30K. The annual appeal is currently up to \$13K but the Foundation expects much more to come in during the last two weeks of the year.

**Old business:** none

**New Business:** Esmé asked if the group like to meet for lunch at the Wayside Inn to celebrate the holidays. There was general interest in having it after the New Year, so it was decided that January 5 at noon worked for most.

**Any other items not known 48 hours in advance of the meeting:** Esmé shared a copy of the Capital Improvement Plan, which included the library in several areas, including roof repair, temperature control, interior painting and carpeting. It also includes an item submitted by the library for technology furnishings for the Second Floor Project. The amount needed is \$72K, which is being requested from the National Development mitigation funds. A possible secondary source could be the Town Manager's CIP budget, but that limit is \$50K. Esmé will report back on whether or not the funds will be supplied, and if they will, whether it will come from the mitigation funds, or the Capital budget.

**Adjournment:** Marie made a motion to adjourn at 8:02 pm. Seconded by Ingrid. So voted.

*Next meeting: January 2, 2018*