

Goodnow Library Board of Trustees
Minutes-corrected
Tuesday, February 6, 2018, 7:00pm
Director's Office, Goodnow Library, 21 Concord Road

Attendance: Lily Gordon, Esmé Green, Susan Johnson, Ingrid Mayyasi, Barbara Pryor

Absent: Alan Gordon, Marie Royea

Call to order and vote to approve minutes of the January 2, 2018 meeting: Barbara called the meeting to order at 7:05 pm. Lily made a motion to accept the minutes of the January meeting. Seconded by Ingrid. So voted.

Director's Report:

Financial Report: We are 58% through the current fiscal year. Spending is on target for the most part.

FY19 Budget: The town manager sent out the preliminary budget for town departments on January 17. The budget presentation to the Financial Committee was made by her on January 18. The library received increases to the automation, books and materials and "Other" salary lines. The library had also requested a full time town-employed custodian, and a Head of Reference/Adult Services position. Neither was funded this year.

Annual Report (vote and signatures): Esmé presented the 2017 annual report for approval. After a good many edits were made, Susan made a motion to approve the report with corrections. It was seconded by Barbara. So voted.

Customer Service Policy (vote): After being brought to the board several times, discussion and edits made, the members of the board were pleased with the concise and clear policy as presented by Esmé. Ingrid made a motion to approve the policy. It was seconded by Lily. So voted.

Home Delivery Policy (vote): Also previously reviewed and discussed, the board was satisfied with the policy as presented. Susan made a motion to approve it; seconded by Lily. So voted.

Action Plan draft review: this item was tabled to a later meeting.

Temperature Control project: Before he left, the Facilities Director and the Energy Commission applied for and were awarded a grant to install a temperature control system in the library. Having struggled for many years to control the library's interior temperature, this new project will involve replacing all heating and cooling valves, thermostats, and be connected to software that can remotely monitor the temperature in any space in the library, but also allow for manual changes to the thermostat settings. Esmé met with prospective bidders for a pre-bid walk through, and then opened the bids from three companies on January 25. The Energy Commission will review the bids and award the contract within 30 days. The start date of the work is to be determined.

Update on Second floor:

- **Construction:** is coming along. The fabrication of the wall is almost complete. At that

time, it will be sent to another facility in Hartford, CT to be anodized. Cabinetry has been delivered and will be installed in the coming week. The templating of the countertops will come after that. The rough electrical and plumbing is complete and has been inspected. The majority of the work should be done by the first or second week of March.

- **Carpeting/moving furniture and collections:** based on the timing of the completion of the construction, Esmé has begun to create a timeline for the carpeting and moving. She has met with both companies to determine a course of action and timeline.
- **Painting:** there has been a good deal of painting done on the second floor. Administrative offices and hallways, the staff breakroom, bathrooms, study rooms, the Assistant Director's and Technical Services offices. They will be back in March to c
- **Furnishings order/timeline:** all of the furnishings have been ordered and we have begun to receive shipping dates, however, not everything will arrive by the time we close the second floor.

Foundation Report: Barbara reported that that they are currently planning the gala, which will be held on April 28. The board is also editing its by-laws. The question of KVC, the contractor doing the work on the second floor, could be allowed to have their logo etched in one of the panes of glass on the wall of the NOWLab. The board has no issue with this, as their contribution to the library has been extraordinary. They asked Esmé to choose a location that best suited the library, and to make it no larger than 5"x7."

Old business: none

New Business:

- There is a legislative breakfast being held at the McAuliffe Branch in Framingham on Friday, February 16. All are invited to attend.
- Bettie Rose, the Head of Technical Services has announced her retirement. Her last day will be April 1, 2018.
- Esmé has agreed to run for MA Library Association Vice President/President-Elect with a slate of two other candidates. If elected, this will involve duties outside of the library. She will keep everyone posted.

Any other items not known 48 hours in advance of the meeting: none

Adjournment: Ingrid made a motion to adjourn at 8:10 pm. Seconded by Susan. So voted.

Next meeting: March 6, 2018