

## Goodnow Library Board of Trustees

### Minutes

Tuesday, May 1, 2018, 7:00pm

Historical Room, Goodnow Library, 21 Concord Road

**Attendance:** Alan Gordon, Esmé Green (sec), Susan Johnson, Ingrid Mayyasi, Barbara Pryor (ch.), Marie Royea (v. ch.)

**Absent:** Lily Gordon

**Call to order and vote to approve minutes of the April 3, 2018 meeting:** Barbara called the meeting to order at 7:05 pm.

#### **Director's Report:**

Financial Report: Esmé presented the latest report of the operations budget as well as a revenue/trusts report. With only two months left of the fiscal year, spending should be around 83%. In most categories, the budget is right on target. There should be no issues expending the remainder. Any costs that go over can be covered by areas that are under target. With the emergency cleaning company, because it is more expensive than the company that quit, the library will need to rely on State Aid monies to cover those invoices. Barbara noted in the Revenue/Trust report that the library relies on those funds to cover normal operations, and wants this to be highlighted in the next budget cycle.

Update on 2<sup>nd</sup> floor: There was a real push to get the Now Lab work complete and the second floor cleaned up in time for the gala on April 28. There are still some minor items that need to be completed and KVC will be back to complete them. In addition, Esmé is working on a punch list that includes signage, the remainder of the furnishings on order and various miscellaneous items.

Revision to Internet Use policy: Esmé presented a revised policy that reflects current technology and use, as well as phrasing regarding inappropriate use. Alan made a motion to accept the revised policy; seconded by Barbara. So voted.

Revision to Circulation policy: Esmé presented a revised policy that includes language relating to damage to materials due to extreme weather and use of the outdoor book drop. The Interlibrary Loan (ILL) section is also outdated. Esmé will revise and bring back for a vote at the June meeting.

Temperature Control project update: The work is underway.

Update on Head of Technical Services Position: Six applications were received, including one internal candidate. However, that candidate does not have the required qualifications for the position. Three candidates were interviewed and there was one that seemed like an excellent fit. Esmé is working with HR to check references.

Update on Custodial services: Two companies submitted bids. Both were over the library's allotted budget, so Esmé is working with the Town Manager to secure additional funding.

**Foundation Report:** Barbara reported that the gala (4/28) was a huge success in terms of ticket sales. Information on how much was raised is not available yet. The gala planning committee met on 5/1 to review the event. People love it; it is the "big" event in town, however, it is a tremendous amount of work. The committee will continue to discuss and decide whether or not to take a year off, do a different event (indoor mini-golf) to change things up.

**Old business:** none.

**New Business:** none.

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

1. Barbara reminded the group that a new Chair and Vice-chair need to be selected in June, and for everyone to consider volunteering, or nominating someone.
2. Susan wanted to discuss a question raised by a Wayland trustee regarding a possible change in town management and how it would affect the library. Marie offered to have coffee with the Wayland trustee to discuss Sudbury's experience.

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

*Next meeting: June 5, 2018*