

## Minutes

Tuesday November 6, 2018, \*7:00pm

Historical Room, Goodnow Library, 21 Concord Road

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

**Absent:** none

*\*Reception to dedicate plaques being held from 6:00-7:00*

**Call to order and vote to approve minutes of the October 2, 2018 meeting:** Marie called the meeting to order at 7:05 and asked for a motion to approve the minutes. Lily made a motion to approved the minutes; seconded by Susan. So voted.

### Director's Report:

Budget season: the FY20 instructions have not yet been received. Esmé sent a message to the town manager reminding her that the trustees need to vote on the budget and that for the past two years there hasn't been a trustees' meeting in between receiving the instructions and when the budget is due. She responded that they were waiting for certain numbers to come in and that we should do what we could to plan for the same thing to happen again. With that in mind, Esmé will prepare what she can in advance so that the budget can be ready as quickly as possible. If a special meeting is required, she will notify the board.

Financial Report: Spending is on track. A question regarding the high price for Hoopla, the streaming audio service was raised. The budget is currently \$12K a year for this product, and the pricing model is unusual, in that the more it is used, the more it costs. When renewal time comes, the library will keep this in mind when determining if it is good value.

### Facilities:

Temperature Control project update: this project is now complete and the Facilities director is monitoring and tweaking the system where necessary.

Flooding control: Facilities is still working on a permanent solution for this problem. In the meantime, there is a sump pump outside the front entrance of the library that is turned on when heavy rains are expected. Facilities has had the gutters cleaned and all the pipes blown out to remove debris.

General cleaning (11/11, 11/12): the library has scheduled the annual cleaning after a delay due to the work that was done on the second floor. The first floor carpets will be cleaned, as well as all windows, stripping and waxing of terrazzo and VCT floors.

Update on personnel: We have received the notice to retire from a long time library assistant. The particular staff person has benefits, so it will be important to take a look at the big picture when considering how to replace her. One suggestion from the board was to use the benefits of the position to create a town-employed custodian. Another idea was to use the hours to purchase books and materials, or additional hours. Esmé will keep the board updated on developments.

Security gate replacement: the library is moving ahead with replacing the security gates. However, Esmé reported that the library was able to find a vendor with a better price and better reputation for customer support. The installation is scheduled for December 17, 2018.

CPC request to digitize local newspapers: In discussions with staff and the Historical Collections Committee, the library has submitted a request to the Community Preservation Committee to provide \$30K to digitize approximately 100 years of local Sudbury newspapers. A meeting of the CPC will be held on November 7, and Karen and Esmé will attend to answer any questions about their submission.

Staff Day-report: this item was previously reported.

#### **Trustee Report:**

Director's annual review: Esmé requested to table this item until the December meeting.

#### **Foundation Report:**

Reappointment of the Goodnow Library Foundation Board Members: Holly B. Bernene, Helen H. Crary, Peter S. Fearey Jennifer P. Hunt, Samantha H. Karustis, Lee C. McGowan, Judith H. Petrovic, and Barbara F. Pryor: Alan made a motion to accept the slate as presented. Seconded by Lily. So voted, with one abstention by Barbara.

*Old/New business:* none

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

**Adjournment:** Ingrid made a motion at 7:48. It was seconded by Susan. So voted.

***Next meeting: December 4, 2018***