

**Goodnow Library Board of Trustees
Minutes
Tuesday, December 3, 2019, 6:30 p.m.
Historical Room, Goodnow Library, 21 Concord Road**

Attendance: Alan Gordon (ch.), Esmé Green (sec), Ingrid Mayyasi (v. ch.), Barbara Pryor, Marie Royea, Beth Whitlock

Absent: Lily Gordon

Call to order and vote to approve minutes of the November 5, 2019 meeting: Alan called the meeting to order at 6:32pm, and asked for a motion to accept the minutes. Beth made the motion to approve; seconded by Ingrid. So voted.

Director's Report:

Financial Report: nothing unusual to report. Spending level are appropriate for the time of year.

FY21 Budget: Esmé presented the FY21 budget for approval.

- There was a minor correction to increase for Victoria Boziuk (diff of \$147)
- The Books and Materials line increased by 2.5% over FY20
- We estimated 5% increase to Contracted Services

There are no big "asks" this year, although we want to keep an eye on the Automation line for next year. Marie made a motion to approve; seconded by Beth. So voted.

CPA FY21 Request for Historical Room: The library submitted a request for \$130K to rehabilitate the Historical Room so that the shelving and storage is appropriate for current needs, and to secure valuable items so the room can be used for quiet study by the public. There have been several revisions to the request and responses to requests for information by the Capital Improvement Committee. The Historical Commission and the CPC have been invited in to view the space. The library has asked the Historical Commission to support the project with a letter to the CPC; that is pending. The library has a hearing in front of the CPC on 12/4/19, and will report back to this board at the January meeting. The board voted to support the library's request to the CPC. Alan made a motion; it was seconded by Barbara. So voted.

Revision of Revolving Fund: As a result of adding the new service of US passport application acceptance, the library wishes to amend the language of its current revolving fund to include the money taken in by the program, and expenditures to cover its costs. According to state law, the funds can only be kept by the library if voted on annually at Town Meeting. Currently, the money is going into the General Fund. Esmé will work with the Financial Director to put together wording for town meeting, and will have a draft for the January meeting.

Trustee Report

Friends: Barbara recused herself, as she is also a member of the Foundation board and wants to avoid a conflict or the appearance of a conflict.

1. Ingrid reported that she had a phone call from the Friends president, Alice Levine. Alice asked Ingrid to convey a message to the director, Esmé, and the

trustees, that while Esmé was welcome at the Friends meetings, she should notify the Friends in advance if she intended to bring a guest, and that Alan Gordon, library trustee chair was not welcome at their meetings.

2. Alan and Esmé met with Interim Town Manager Maryanne Bilodeau and Selectman Dan Carty to review next steps. Maryanne wants to find a mediator. We are waiting to hear back from her. Maryanne also informed Esmé and Alan that she had met with two Friends board members.

Discussion: The board's response to the Friends message delivered by Ingrid is that all meetings that take place in the library must be open to the public; that the Friends bylaws state the members of the Friends are welcome at their meetings (which Alan is), and finally, contrary to the Friends opinion about who can and cannot attend their meetings, the library trustees and staff and members of the public are free to attend any meeting that is held at the library.

The trustees feel that there is now a hostile atmosphere towards Esmé and do not want her attending Friends meetings until this is resolved.

The question was raised as to whether the Friends should be paying to use the meeting rooms and storage space, unless the Friends amend their bylaws so that their board members are approved by the trustees, as is the case with the Foundation board.

The library director needs the agenda and minutes of the Friends meetings, the financial reports, and any other meeting documentation.

A second letter will be written to this effect and sent to the Friends board.

Foundation Report:

Liaison to trustees upon Barbara's retirement: As of the end of December, Barbara will no longer be serving on the Foundation Board. She presented a strategy for board communication going forward. Rather than finding a GLF board member to attend the trustees meetings, she recommends that they send a written report for each meeting, and supplement that with in-person attendance three times a year. There is no reason be on both boards, nor to send a trustee to the GLF meetings.

Board member nomination, Matt Lucey: Barbara presented Matt Lucey as a member for the foundation board. Copies of his resume have been distributed to the trustees. He comes highly recommended by other GLF board members, and has experience strategic development, supervision and management of the Willard School in Concord. Beth made a motion to approve Matt to the GLF board. It was seconded by Alan. So voted.

Statue update: moved to "new business."

Old Business:

Policy: Allergy policy: Esmé presented the latest version of this policy. In developing it she sought the input of both the Board of Health and the Disability Commission. Beth made a motion to approve; it was seconded by Alan. So voted. It will be posted to the library's website, and referred to in all publicity for programs involving food.

Policy: Use of Makerspace: will bring revised draft to January meeting.

Policy: Use of Meeting Rooms: to be discussed at January meeting.

New business:

RINCON FLL team demo, 12/16 at noon: A home school group that has been working on a Lego competition has invited member of the board to attend a demonstration of their project.

Statue: the statue to be displayed in front of the Sara Sherman NOW Lab has been created by Janice Rudolph and is currently at the forge being cast. Michael Precourt, Samantha Greenfield, Esmé Green and Janice Rudolph all met to select placement and to discuss the dimensions and construction of the pedestal. The tiles that were purchased and created by donors will be attached to the pedestal as well. The whole thing is scheduled to be ready for the gala on March 28, 2020.

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

Adjournment: Marie made a motion to adjourn at 8:42pm.

Next meeting: Tuesday, January 7, 2020