

## **Goodnow Library Board of Trustees**

### **Minutes**

**Tuesday, February 4, 2020, 6:30 p.m.**

**Historical Room, Goodnow Library, 21 Concord Road**

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

**Absent:** Alan Gordon (ch.)

**Call to order and vote to approve minutes of the January 7, 2020 meeting:** Ingrid called the meeting to order at 6:38pm, and asked for a motion to accept the minutes. Beth made the motion to approve; seconded by Barbara. So voted.

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

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

CPA FY21 Request for Historical Room: The CPC voted to approve the library's request for \$150K for interior upgrades to the space, allowing for secure storage and quiet work space for the public.

Revolving Funds: 1. Meeting Rooms; 2. Library Services: the director explained the library's strategy for amending its current revolving funds at Town Meeting to include new services, such as passport application acceptance or notary services. The library currently has two revolving funds: one is for maintenance of the library's meeting rooms, and the other is for lost and paid library materials. In consultation with the town's Financial Director, the library will keep the Meeting Room fund as is, and spend down the Lost and Paid fund and then close it. In the Lost and Paid fund's place, we hope to establish a Library Services Fund to accept payment and cover expenses for a variety of library services, such as passport application acceptance, printing fees, lost and paid material, etcetera. In addition to revising the wording of the Library Services fund, the trustees must also approve a spending limit (to be voted on at Town Meeting) for each fund. The director asked for the limit of \$10,500 for the Meeting Room fund and \$6,000 for the Library Services. The relatively low amount of \$6,000 is due to the fact that a certain amount of revenue must be acquired before the library can expend from the account. The library expects the amount to be significantly higher next fiscal year.

Approval of 2019 annual report: tabled until March meeting.

### **Trustee's Report**

Friends: the board requested that the director email the president of the Friends as soon as possible to notify them that their use of the Community Room will be limited to two weeks this year, and one week beginning next year, due to an increased demand for the space by both community groups and staff. This limit is consistent, generous even, with the amount of time needed by other Friends groups.

### **Foundation Report:**

Nomination of new board member, Loring Schwartz: Beth made a motion to appoint Ms. Schwartz to the Goodnow Library Foundation Board; it was seconded by Barbara. So voted.

***Old Business:***

Policy: Use of Meeting Rooms: tabled indefinitely

***New business:*** The library has been approached by a film crew to film a scene in the Historical Room. The tentative date for filming is March 2. Esmé and town officials are working out the details of an agreement.

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

***Adjournment:*** Ingrid made a motion to adjourn at 7:43pm.

*Next meeting: Tuesday, March 3, 2020*