

**Goodnow Library Board of Trustees  
Minutes  
Tuesday, June 2, 2020, 5:00 p.m.  
Virtual Meeting Via Zoom**

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

**Absent:** none

**Call to order and vote to approve minutes of the April 7 and May 5, 2020 meeting:** The meeting was called to order at 5:08pm. Lily made a motion to accept the minutes. Seconded by Beth. So voted.

Annual Report (vote): Esmé distributed the latest draft of the annual report for the board's review. After a few minor corrections, Alan made a motion to accept the Library's 2019 Annual Report. Seconded by Marie. So voted.

Financial Report: as we approach the end of the fiscal year we are busy spending down line items. Due to being closed since March and having a full-time vacancy, we expect there to be a surplus in the salary line.

Budget: There hasn't been a lot of news. Town Meeting has been postponed, which means that the FY21 budget was not approved in May, as is typical. On June 9, the Town Manager, Henry Hayes, will be presenting a 1/12<sup>th</sup> budget to the Select Board, which will allow month-to-month spending into the new fiscal year.

Personnel:

- We are still waiting for approval to start Joanne Lee, our new Head of Reference. She was offered the position in February, although when Covid-19 hit, we agreed to defer her start date until "things returned to normal." At this point, we know that there will be no return to normal in the near future, so Esmé is working on starting Joanne as soon as possible.
- All staff continue to be paid for their regular hours and there have been no furloughs or layoffs.

Reopening Plans

- Staffing: Staff have been scheduled to return to work in the building on a limited, staggered schedule to prepare for contactless holds pickup. Contactless holds pickup is scheduled to start mid-June.
- Building preparation: Many alterations and adjustments have been made to the workspace, including the installation of Plexiglas shields, added cleaning supplies for all areas, signage and one-way arrows.
- Materials handling: We have established a staging area for returned books to quarantine for a minimum of 72 hours in the Community Room. Extra rolling bins have been ordered to hold the material, as the capacity of book carts will be exceeded.
- The town has applied for Covid-19 expense relief and the library has submitted

all relevant expenses to the town.

**Trustee Report:**

Board elections: Typically, the board elects a chair and vice chair at the April meeting so that the transition happens after the May town meeting. Since there was no May town meeting this year, there was some confusion about any rules regarding the terms for these roles. There is a town election on June 23, so Alan made a motion to accept Ingrid Mayyasi as the new chair, and Beth Whitlock as vice-chair, as of the official results of the election. It was seconded by Barbara. So voted.

**Foundation Report:** see [attached](#)

*Old Business: none*

**New business:** Beth made a motion that the Goodnow Library issue a firm statement of solidarity for the protesters fighting against police brutality. It was seconded by Ingrid. Discussion: the library needs to be open and affirming, to stand in solidarity. Silence isn't helping. This statement needs to be the start of a bigger conversation, not just something said once and forgotten. So voted.

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

**Adjournment:** Marie made a motion, seconded by Barbara, to adjourn at 6:08 pm.