

## Goodnow Library

### Board of Trustees

#### Minutes

Tuesday, November 2, 2020, 6:00 p.m.

Virtual Meeting via Zoom

Recording of the proceedings can be found [here](#)

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

**Absent:** Ingrid Mayyasi (ch.)

**Call to order and vote to approve minutes of the October 6, 2020 meeting:** As the chair, Ingrid Mayyasi, was unable to attend, the vice-chair, Beth Whitlock called the meeting to order at 6:03PM and made a motion to accept the minutes with one minor correction. Seconded by Marie. So voted. Beth welcomed guests, Town Manager, Henry Hayes, and Select board liaison, Daniel Carty. Beth indicated that the Friends would be invited to speak later in the agenda.

#### Director's Report:

Financial Report: We are about 33% of the way through the current fiscal year. Most lines are on target. Following up from last month about Teen e-book spending, an order has been placed and we are catching up.

Budget season: FY20, FY21, FY22 updates: FY20 is nearly closed; FY21 is currently being adjusted from a month by month budget to its normal year-long format and has been reconciled. We are awaiting instructions for FY22 and have no expectations of catastrophic cuts due to covid.

COVID-19 Update: There is more CARES ACT funding for the town and the library will be submitting an itemized expenditure list to accommodate services in the cold weather. Beth asked if we have enough cleaning and sanitizing supplies. Esmé responded that the library has adequate supplies with the help of Combined Facilities. Marie asked about the 72-hour quarantine period. The library is continuing to quarantine all incoming material.

Historic Room Project: Article 48 passed at town meeting and a small committee has started meeting to move the project forward. It is made up of staff, a trustee and members of the Foundation. We have been working closely with Elaine Jones, the town's legal secretary and member of the Permanent Building Committee, who has been guiding us through the process. We are unsure yet if the project will require an architect since there are no structural components to the project, but rather reconfiguring of shelving and storage. Barbara added that this has been a multiyear project that started with inventorying of the collections, and will continue with additional fundraising by the Foundation.

#### Trustee Report:

Friends: Beth invited Alice to speak. She read the following statement into the record as a comment regarding the minutes of the September 8, 2020 meeting:

*"I am Alice Levine of Chanticleer Road. I am the President of the Friends of the Goodnow Library.*

*After review of the minutes of the Trustees meeting on September 8, 2020, I find it necessary to correct the minutes for the record. In a letter dated July 29, 2020, from Stuart Hamilton, attorney for the Ricciardi Charitable Remainder Unitrust, to me, as the*

*President of the Friends of the Goodnow Library, I was informed that the Friends were to receive a generous donation from the Trust in accordance with the wishes of the trust grantors, and a check was enclosed with the letter. The letter specifically states: "Under the provisions of paragraph (b) of Article V of the Trust, upon termination of the Trust, 12.5% of the remaining principal is to be distributed to The Friends of the Goodnow Library, to be used for the general purposes of the Friends." The letter goes on to state: "This check is presented to you on the express condition that it cannot be negotiated until you or another authorized representative of the Friends of the Goodnow Library has signed the enclosed Receipt and Release and returned it to me in the enclosed envelope." The letter also states: "I know that Mr. and Mrs. Ricciardi would be happy to know that their gift will be used to further the important work of the Friends." The envelope with the letter, check and release was hand delivered to the library on or about July 30, 2020 by Sharon Ricciardi, the Trustee of the Trust. However, there was a ten-day lapse from the date the envelope was hand delivered (July 30) and the date I received notice (August 11 in an email from Esme Greene, the library director dated August 10). This resulted in great embarrassment to the Friends because it resulted in a significant delay in acknowledging this gift by the Friends. As you can see from the quoted language, the donation was to the Friends for its general purposes. Because our charter intends for us to use money that we receive to support the library, the library will be the ultimate beneficiary, but the library was to receive that benefit from the Friends for purposes determined by the Friends. Instead of calling me, the letter addressed to me was opened and scanned at the library and sent to me as an attachment to Esme's email notice. We were never upset about the fact that the money will ultimately be used to support the library, because that is what we do, but along with the delay we were deprived of the opportunity to accept the donation directly from the donor. I will send a copy of this statement to the Chair and request that it be attached to the minutes of this meeting."*

Esmé acknowledged the statement and then gave an update on the situation, indicating that no vote or further action was planned for the meeting. The most recent event is that the Friends declined to sign the Memorandum of Understanding and now the Trustees were working out next steps when Ingrid returns.

**Foundation Report:** Esmé paraphrased the latest report and it was noted that this month's report was inadvertently put into the October minutes. Esmé will update and redistribute at the next meeting.

#### Books & Brews

- Raised more than \$35,000
- Net income about \$21,500

#### Fall Appeal and Leadership Circle Letters

- Raised almost \$10,000 from 100 donors for the Fall appeal
- Total Annual Fund for year is at about \$23,000
- Leadership Circle members have contributed an additional \$12,500

#### Next "Be Bold" Speaker Series

- Tuesday, January 19, 2021, with Sudbury Valley Trustees speaker Dan Stimson – "Get Outdoors"
- Would like to plan 2 or 3 additional Get Outdoors evenings in the spring

#### Other

- Working on an appeal and/or social media campaign for #GivingTuesday (December 1<sup>st</sup>)
- Researching potential grant possibilities
- Planning Historical Room renovation

**Old Business:** none

**New business:** Esmé invited Henry to speak briefly about his work. He introduced himself and talked about starting during covid and his interest in the library. He asked if the board had any questions of him. Esmé also invited Dan to say hello. Marie talked about how exciting it is to be part of the library and its evolving events and services.

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

**Adjournment:** Alan made a motion to adjourn at 6:38. Seconded by Beth.

**Next meeting:** Tuesday, December 1, 5:00PM