

Goodnow Library
Board of Trustees

MINUTES-amended

Tuesday, September 6, 2011, 7:30PM
Goodnow Library, Conference Room

Present: Jill Browne (ch.), Phyllis Cullinane, Esmé Green (sec.), Carol Hull, Robert Iuliano, Lily Gordon, Barbara Pryor

Absent: none

Call to order and approval of minutes: the meeting was called to order at 7:38pm. A motion was made to approve the minutes of the last meeting (Iuliano/Hull)

Director's Report:

- Financial
 - Review expenditures: spending is on target, with no foreseeable problems.
 - Trust Funds request for FY12: approved disbursement amounts had not been received by the time of this meeting. The original amount requested by the library and trustees was reduced by \$5,000 as a result of limited revenue growth. See attached.

- Friends
 - No report; did not meet over the summer.

- Personnel
 - The new Children's Librarian, Heather Wilkinson was introduced to the board. She told the group a little of her background and fielded questions.

- Building
 - Damaged brickwork: Esmé reported that she had followed up on this with Jim Kelly, and he had spoken with the mason who assured him the work would be done before the weather changed.
 - Flagpole: there was a discussion about where the flagpole would be placed, what the ongoing, long-term costs to the library would be. There was concern that if it were to be placed by the front entrance that it could interfere with a septic system located there. No final resolution was made. Esmé will follow up with Jody Kablack and report back at the next meeting.
 - Trees: Esmé reported that Jim Kelly was recommending that two of the four river birches be taken down. Questions arose as to whether it was the

branches—which could be cut back—or the roots—which would mean the stumps would need to be ground. It was agreed that Lily would call Jim and see if she could find out more. She will report her findings at the next meeting.

- Driveway: the re-grading of the exit driveway is underway. This project is being paid for out of the Capital budget for FY12.
- *Other*
 - Long range plan: The library is due to begin working on a new strategic plan. She has gotten information from a consultant who can facilitate the process. There is a possibility of pursuing a grant, which could offset the costs of both the consultant and survey development and implementation.
 - Website development: Esmé reported that she had found a library website in NY that also utilized the Django platform, so there was the possibility of hiring a designer to improve the library's page while still using the town software.
 - New policy: Esmé described an incident where a family was filing for bankruptcy and listing the library as a creditor. All members but one in this family have both billed items and overdue fines on their accounts. Esmé suggested a policy limiting items for families in arrears to two items until the items were returned. The board agreed. Esmé will present the policy at the next meeting.
 - Best small library grant: Esmé showed the board a grant opportunity aimed especially at small libraries—she is interested in pursuing this type of thing in the future. In addition, the literature for the grant gave examples of winning applications, amounts received and quantifiable results, which are all useful tools with respect to our upcoming strategic planning.
*follow up note: a local library—Ames Free in N. Easton won 2nd place.

Trustees' Report:

- Grant opportunity (Mary Serr): one of the circulation staff is taking a graduate course on grant writing and needs a real world project. Esmé set up a meeting with her and the Foundation and it was decided she would dedicate her efforts to getting a grant to redesign the website!
- Jack Bradshaw: Carol did hear back from him and he is still interested in making a donation. She suggested that we offer two dates for him to come, have lunch and work out a strategy. It was decided to try to set a date over email.
- Friends: Jill called Ingrid, the Friends president to discuss the Foundation with her. It was a positive discussion and it was decided that in order to develop a stronger relationship with the Friends board, Jill and Barbara would attend the October meeting.

Unfinished business:

- Esmé gave a copy of the most recent invoice for cleaning and restoring the Civil War statue to Carol.

New business:

- Walling Map: Esmé described the nature of the request, that Jan Hardenbergh wanted to photograph Sudbury section of the library's copy of the Walling map and then produce a map that fits in with the Sudbury Historical Society's series of historical maps, 1794, 1830 and 1875. Additionally, he suggested that the SHS could sell the resulting images. He would also like to make a high resolution digital version available on his Sudbury maps website: <http://www.jch.com/sudbury/index.html>. The Trustees were uncomfortable with the idea of the images being sold, as the mission of the library is to make material accessible and free to all. The board decided to send a letter directly to Mr. Hardenbergh with their response.

Adjournment: the meeting was adjourned at 9:35pm. The next meeting is scheduled for Tuesday, October 4 at 7:30pm.