

**Goodnow Library Board of Trustees
Minutes
Tuesday, May 7, 2019, 6:30 p.m.
Historical Room, Goodnow Library, 21 Concord Road**

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

Absent: Lily Gordon, Susan Johnson

Call to order and vote to approve minutes of the April 4, 2019: Marie called the meeting to order at 6:38, and made a motion to approve the minutes. The motion was seconded by Alan. So voted.

Director's Report:

Town Meeting: Library, Article 33: Esmé will be requesting \$25K in CPA funds at town meeting to digizine the library's local newspaper that are currently on microfilm. This will make the content searchable, indexable and accessible 24/7.

Financial Report: Most line items are appropriate for this time of year, with the exception of the Contracted Services line. When we procured a new cleaning contract for \$52K in the middle of the fiscal year, we knew that the \$36 allocated for FY19 would not cover it. The town manager is aware of this and has plans to cover the shortfall when the line is fully expended. Regarding the Salary lines, the Full-time line is under due to Robert leaving; this is matched by overspending in the Subs line. Overall, the salary budget is within guidelines.

Personnel report: Esmé announced that Robert Carter, Teen librarian and NOW Lab manager has left after three years for an exciting position leading the Weston Public Library's Art and Innovation Center. We wish him all the best in his new adventure. The question of the grade level and salary is one Esmé wants to address with the town, as it is currently at the same level as the regular Reference librarians, but requires a lot more responsibility.

Update on Director's goals:

Redesign the library website, including an evaluation of third-party applications: not much progress on this item yet.

Hire a new Assistant Head of Children's, guide and support the new Heads of Technical Services and Head of Reference Services. Work with Assistant Director in defining her new role and responsibilities: this is an ongoing goal that Esmé is continually working on with regular meetings and discussions.

Continue to work with Combined Facilities to keep the building and all its systems maintained and in good working order: this is going well. Esmé and Bill have a good rapport and communicate regularly.

Upgrade and renovate the Historic Room: We have received drawings of several layouts and are working on finalizing a design.

Volunteer Luncheon (May 14)-reminder: Esmé reminded the board of the event and

invited all to attend.

Trustee Report:

Director's annual review—finalize & submit to Town Manager's office: Marie has the documentation ready and will submit to the town manager after the conclusion of town meeting.

Friends: Barbara recused herself from the following discussion. Marie and Alan sat down with the Foundation president and development director (Holly Bernene and Samantha Greenfield) to get some background on the issues. One takeaway is that the Foundation has a representative at trustees meetings, and there is always a trustee at the Foundation board meetings, insuring open communication between the two groups, and that this was not replicated with the Friends. Alan agreed to attend Friends meetings. It was also noted that there is not an equal balance in the annual calendar between the two groups; that the Friends seem to have a hold on October and April and this needs to be looked at, and that balance should be insured.

Foundation Report: The recap meeting for the mini-golf event was held on May 7. They are currently working on numbers, and will share when they are available.

Old/New business: none

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

Adjournment: Alan made a motion to adjourn at 7:21.

Next meeting: Tuesday, June 4, 2019