

Goodnow Library Trustee Meeting
Minutes
April 7, 2015

Attendance: Barbara Pryor, Robert Iuliano, Carol Hull, Lily Gordon, Esmé Green, Nancy Hershfield (Chair)
Absent: Sarah Sogigian (secretary/Vice Chair)
Guest: Marie Royea

Call to Order: 7:34pm

Vote on March 2015 meeting minutes: Barbara moved to accept the minutes, Lily 2nd.

Director's Report:

Finance report and discussion

- We are about 75% through the fiscal year. The maintenance line is depleted, so we will use other funds to cover us through the end of the fiscal year. There is some money in general expenses that will help. The book budgets are being spent down and book selectors have their end of year instructions. Unless there is a big surprise, we will be fine.
- Esmé reported that the BOS and FinCom voted to support the town manager's budget, which included a full time young adult librarian position.
- Regarding the predicted FY15 shortfall, Esmé reported that we are actually seeing a surplus of \$4,300. This has been an unusual year so we will keep watching the payroll and reporting on its status. FY16 will give us more data and a better idea of whether or not the salary line is adequate.

Facilities

- Esmé and Anna met with Jim Kelly and went through each library maintenance expense. Jim recommended keeping a line in the budget for maintenance as there are always miscellaneous maintenance issues the library will be responsible for, including cleaning supplies and paper goods. The library will retain the contracted services budget, which covers the custodian.

Staffing and Personnel

- Randy has requested a reduction in hours so he can spend time to take care of his mother. We are currently looking for another employee who we can transfer with him.

Revolving fund request

- Esmé asked the board for a vote to approve the use of the meeting room revolving fund in the amount of \$10,500. Bob made the motion. Seconded by Lily. So voted.

Trustee Report:

- The group welcomed Marie Royea, trustee-elect to the meeting, and congratulated her on winning the election.

- There was an update on the conversation regarding the respective roles of elected boards and the town manager. Carol made a motion that the trustees request that the BOS retain independent counsel to evaluate the implications, if any, of the town charter on the responsibilities and authority of the Goodnow Library Trustees in relation to the town manager. Seconded by Lily. So voted.

Foundation

- Barbara gave Marie an overview of the history, goals and accomplishments of the Foundation.
- Barbara asked for the board's vote of approval to submit a grant to the State Historical Records Advisory Boards (SHRAB) for a formal assessment of the library's historical collections. Bob made a motion. Seconded by Lily.
- Barbara asked for the board's vote of approval to continue the space planning of the second floor by a special committee made up of Foundation members and staff. Bob made a motion. Seconded by Lily.

New business:

Date of next meeting

- Esmé will be away on the regular scheduled date for the next meeting, so the new date for the next meeting is Monday, May 4 at 6:00 at the Goodnow Library in the Historical Room.

Motion to adjourn made at 8:50 by Carol, seconded by Lily.

Respectfully Submitted
Esmé Green
March 4, 2015