

**Goodnow Library Trustee Meeting
Minutes
September 2, 2015**

Attendance: Sarah Sogigian (Chair), Barbara Pryor, Robert Iuliano, Lily Gordon, Esmé Green,

Absent: Carol Hull, Marie Royea

Motion to call the meeting to order: 7:36pm

Vote on June 2015 meeting minutes: Motion by Lily to accept the minutes. Barbara 2nd. So voted.

I. Director's Report:

Alice Levine, Friends president had requested to attend the meeting to seek approval for a horizontal plaque for the Community Gathering Space; however she was not in attendance, and Esmé supposed she thought the meeting was on a another night. The board discussed its concern at the large size of the plaque (11'X14") and wanted to evaluate the size of other plaques already in the library and come up with a policy with specific requirements for plaques before approving the Friends plaque.

Esmé presented the latest financial report for FY16. It is early in the fiscal year and so spending limits are low, as they should be. There has been some loss of institutional knowledge with the vacancies of the Finance Director and the Accounting Director, so the request to approve the release of town trust funds has not been made. However, Esmé spoke to the new Finance Director and he is planning on getting the request on the next available Selectmen's agenda. The FY17 budget instructions are expected at the end of September.

Esmé reported that the completion of the first floor carpeting project will take place September 15-21. The project will include the Fiction area and the Community room.

Esmé brought Facilities Director, Jim Kelly's request to remove the two remaining River Birches by the Children's courtyard and subsequent replacement with more appropriate trees for the space. The board asked if the Town will pay to replace the trees and the cost of removing them, including grinding the stumps. Esmé will find out and report at the October meeting.

The Driveway/Drive Up Book Return Project is about 99% complete. This includes the resurfacing of the lot, removal of the drop off parking spaces, the installation of a drive up book return, and reversing the direction of the traffic flow. Most people are amenable to the changes, but some people miss the drop off spots and others would like to see the Return open more hours. Esmé is considering ways to accomplish the latter but is aware of staffing limitations and work flow issues that must be resolved first.

Esmé announced that Rob Lorino, our first full-time Young Adult Librarian has started. He has hit the ground running and has already done significant work on the YA collection. Esmé has invited him to the October meeting to meet the board. Joanne Adamowicz has started as Randy's replacement, working 25 hours a week. She will be managing the art exhibits and adult technology training.

Finally, Esmé passed around copies of the newly minted MBLC "Trusty" Trustee Pocket Guide. This is a condensed version of the Trustee handbook, including the most important info for trustees to be used as a ready reference guide.

II. Foundation

- Barbara reported that there is growing tension between the Friends and Foundation. The Library Trustees are concerned that this will have negative implications for the library and the community and discussed ways to address it. Esmé will follow up with the Friends and the Foundation and try again to schedule a facilitated meeting between the groups to clarify roles and responsibilities and review goals for the upcoming year.
- Barbara announced that the SHRAB report has been received and reviewed and the next step is to have a meeting to discuss first steps.
- The gala invitations are scheduled to be mailed the week of September 14.

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

IV. Executive session at 8:35, Sarah announced the close of the regular meeting and it was unanimously voted to go into Executive Session for the purpose of discussing the Selectmen's letter regarding town counsel's opinion on the responsibility of the Library Trustees in relation to the Town Manager. Sarah announced that regular session would not reconvene following Executive Session, there being no further business.

V. Motion to adjourn made at 8:55 by Lily, seconded by Bob. So moved.

*Respectfully Submitted,
Esmé Green, Library Director
September 9, 2015*