

Goodnow Library Board of Trustees
Minutes-corrected
Thursday, October 5, 2017, 7:00pm
Historical Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon, Esmé Green, Susan Johnson, Ingrid Mayyasi, Barbara Pryor, Marie Royea.

Absent: Lily Gordon

Call to order Call to order and vote to approve minutes of the September 5, 2017 meeting:
Barbara called the meeting to order at 7:11pm.

Director's Report:

Financial Report:

- *Operating budget:* Esmé presented the financial report for review. Aside from noting that we are approximately 25% through the year and most lines are on target, there are two exceptions. The first is the Automation line, which is spent due to our invoice to the Minuteman Library Network (MLN) for membership dues, and the salary line for substitutes. We are keeping an eye on that line and will keep the board updated on that.
- *Trusts & Revenues:* Esmé presented three reports. The first was an investment portfolio for the library's trusts as of June 30, 2017 showing an 11% (or \$122K) increase since the last report was received from the town treasurer three years ago. The second report was a chart showing the library's source of funds for FY18. It is worth noting that 75% of the library's funds come from the town and the remaining money comes from the Foundation, Friends, trusts and State Aid. The final document was the Revenue/Trust Summary, which shows income, expenditure in the trusts and other funds.

MBLC Financial report (trustee signature): Esmé presented the annual Financial Report to the MA Board of Library Commissioners for a signature. Goodnow meets the minimum requirements to receive state aid in FY18.

Customer Service Policy (possible vote): After a quick review, the trustees asked Esmé to revise the policy, in particular, to remove many redundancies, and bring it back to the next meeting.

Circulation policy (new loan rules) Vote: After review, Alan made a motion to accept the policy with minor corrections. Seconded by Susan. So voted.

Collection Development policy (vote): After review, the trustees asked Esmé to resolve a few outstanding questions relating to how various age groups are handled with her supervisors, and bring it back to the board.

Trustees Report: Barbara reported that she, Marie, Melissa Murphy-Rodrigues (town manager), and Maryanne Bilodeau (assistant town manager/human resources) reviewed Esmé's performance for the past year and gave her an excellent evaluation.

Foundation Report:

- Maxwell party: Barbara reported that the house party on September 23 at the

Maxwell's was a success. 58 tickets were sold for \$75 per couple, and 54 couples attended. Robert and Esmé were also present to represent the library.

- Rudolph Statue/Tile fundraiser: the tiles are popular and several of the ones already made were featured at the Maxwell party. The board would like to see a diagram of the statue with the tiles.
- Strategic Plan: a retreat to work on the strategic plan is set for October 12.

Old business: none

New Business: none

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

Adjournment: Marie made a motion to adjourn at 8:15pm. Seconded by Barbara. So voted.

Next meeting: November 7, 2017