

**Goodnow Library Board of Trustees**

**Minutes**

**Tuesday, January 2, 2018, 7:00pm**

**Historical Room, Goodnow Library, 21 Concord Road**

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

**Call to order and vote to approve minutes of the December 5, 2017 meeting:** Barbara called the meeting to order at 7:10 pm. Marie made a motion to accept the minutes of the December meeting, with corrections. Seconded by Susan. So voted.

**Director's Report:**

Financial Report: We are 50% through the current fiscal year. Spending is on target for the most part. Esmé also shared the Materials Budget, which shows spending allocations from the town's operation budget as well as from State Aid and Trusts.

FY19 Budget: Esmé reported that she had her budget meeting with the town manager and financial director on December 19. She made the case for an additional full time staff person by splitting the Assistant Director and Head of Reference apart. She also requested an increase of \$10K in the "Other" staff line item, as well as an increase in the Automation line. Both of these lines had been decreased in FY18.

Customer Service Policy (vote): tabled

**Foundation Report:** Barbara reported that as of December 19, the Foundation has received 146 donations, totaling \$20,292 through the Annual Appeal. She will update the board at the February meeting with final numbers.

Update on second floor: the work is moving along. Robert ordered the Smart™ Board so it can be set up and he can begin to learn how to operate it. The furnishings order is complete. The fabrication of the curtain wall is underway and the cabinetry will be delivered within the week. The rough plumbing and electrical is coming next. The contractor predicts the project will be complete by mid-March. Esmé is getting to work on scheduling the carpet installation and moving company. All parties are aware that everything must be complete by April 28, which is the date of the Foundation gala.

**Old business:** none

**New Business:** Plans for initiating homebound delivery service in collaboration with the Senior Center are moving along. A policy, sign-up form, and flyer are being developed. Once library and senior center staff can meet and iron out procedural details, volunteers will be trained and we will start publicizing the service.

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

**Adjournment:** Marie made a motion to adjourn at 7:52 pm. Seconded by Barbara. So voted.

**Next meeting:** February 6, 2018