

Goodnow Library Board of Trustees
Minutes
Tuesday, March 6, 2018, 7:00pm
Director's Office, Goodnow Library, 21 Concord Road

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

Absent: Lily Gordon, Ingrid Mayyasi

Call to order and vote to approve minutes of the February 6, 2018 meeting: Barbara called the meeting to order at 7:04 pm. Barbara made a motion to accept the minutes of the February meeting. Seconded by Marie. Several corrections were noted. The minutes were approved with corrections.

Director's Report:

Financial Report: We are 66% through the current fiscal year. Spending is on target for the most part. The format of the report was unreadable, so Esmé will resend it.

Update on 2nd floor: Esmé reported that she had been coordinating with various parties who would be involved with the carpeting, moving, and painting the second floor during the time it would be closed (March 12-April 1). She also scheduled the town Info Systems to pack up and store the public computers, and the town electrician, who would be disconnecting the power and data from the existing reference desk. She is working with the Facilities department to allocate and track town-side costs. While the furnishings have been ordered, they will all be shipped and arrive at different times. Existing furniture can be used until those items arrive.

Makerspace policy: Esmé presented a draft of a policy for use of the NOW Lab. There are a good number of policy and procedure decisions that must be made before opening the Lab to the public. A small library subcommittee has been working on various aspects of this, as well as consulting with other makerspace administrators. The board reviewed this policy as presented. Several questions were raised regarding the policy, such as, should drinks be allowed? What if someone spilled their drink on someone else's project and ruined it? What kind of authority to supervise the space would be appropriate for a certified volunteer have? Esmé will continue to revise the document and bring it back to the April meeting.

Revision to Behavior policy: Esmé introduced a revised Behavior policy, indicating the only change being to item 3: "The library director or his/her designee will use their own discretion in instances when an individual with a disability is not able to conform to the Acceptable Behavior Policy and needs additional accommodation." The trustees approved of this addition to the policy, but also raised question about how the rest of the document was organized and offered suggestions. Esmé will revise the document and bring it back to the April meeting.

Temperature Control project update: The contract has been awarded to Stellar Building Technologies. The terms of the contract are currently being drawn up. The project is estimated to take two months to complete.

Winchester Library: In light of the shocking and tragic events that transpired at the Winchester Library on February 24, many libraries, including Goodnow, are reviewing their safety and security protocols. There are two upcoming trainings for staff to be aware of: RAD (Rape

Aggression Defense) self-defense training at the police department on April 4, and De-escalation training March 28 and 29. Several library staff will attend. In addition, the library department heads are reviewing current policies and updating where necessary.

Foundation Report: Barbara reported that the gala tickets are now on sale, and that at the last board meeting, they voted to increase Samantha's hours from 20 hours per week to 25 hours per week.

Old business: none.

New Business: none.

Any other items not known 48 hours in advance of the meeting:

Cleaning company: the library has had issues with the current cleaning company since the contract was signed a year and a half ago. We were on the verge of terminating them right around the time Jim Kelly left his position as Facilities Director. Without a person in that position, we felt the best course of action was to wait until the position was filled. However, we lost a custodian in December when he complained that his paychecks from Greenlife (the contract owner) bounced several times. A new custodian was brought in and trained, but he, too, was unhappy and quit last week. I sent a message to the town manager on Friday, March 2, filling her in on the latest details, and asking to meet with her on Monday (March 5). On Saturday, I received an email from my staff, informing me that no custodian had shown up at the library. I emailed Greenlife but heard nothing back from them until Monday morning at 6:00, informing me that they would no longer clean our building, terminating our contract immediately. I met with the town manager that morning and put a plan into place: a town maintenance worker would clean the library in the immediate term. We would secure a temporary custodian for three months until we can put together a new contract.

Internet policy: Esmé would like to update the Internet policy, giving it stronger language for staff in the event of patrons viewing inappropriate material. She will send out a draft for the May meeting.

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

Next meeting: April 3, 2018