

## Goodnow Library Board of Trustees

### Minutes

Tuesday, April 3, 2018, 7:00pm

Director's Office, Goodnow Library, 21 Concord Road

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

**Guest:** Samantha Greenfield, Goodnow Library Foundation Development Director

**Call to order and vote to approve minutes of the March 6, 2018 meeting:** Barbara called the meeting to order at 7:02 pm. Lily made a motion to move the item "Naming Opportunities" to the top of the agenda so that Samantha could make her report and leave. The motion was seconded by Barbara. So moved.

Naming Opportunities: Samantha presented a handout, with several new naming opportunities, and asked the trustees to approve them. [see attached]. Note: the Creative Arts & Cooking opportunity was renamed the Creative Arts & Culinary Space, and the Historical Octagon was removed, as it is already named the Poldoian Reading Room. Alan moved to accept the naming opportunities; seconded by Lily. So voted.

Minutes: Susan made a motion to accept the minutes of the March meeting. Seconded by Marie. So voted.

### Director's Report:

Financial Report: We are 75% through the current fiscal year. Spending is on target.

Update on 2<sup>nd</sup> floor: The glass wall is ready and will be delivered on Wednesday or Thursday (4/4, 4/5). Installation will take at least two days. A dumpster will be delivered Friday and the temporary wall will be taken down and removed. The carpet installation will be completed on Friday (4/6), and on Monday (4/9) the movers will be back to move the shelving, furniture and collections back.

Makerspace policy: Esmé presented the policy for review. Alan made a motion to approve it; Lily seconded. So voted.

Revision to Behavior policy: Esmé presented this policy, having made the revisions suggested from the previous meeting's discussion. Barbara made a motion to approve it; seconded by Ingrid. So voted.

Temperature Control project update: A pre-work meeting is scheduled to discuss details of work, such as access, hours and storage of tools and equipment.

Update on Custodial services: A proposal for the scope of work has been published and a mandatory walk-through is scheduled for April 5 for all bidders.

### Foundation Report:

Naming opportunities: *[moved to first agenda item]*

Barbara's report: Tickets are selling fast for the gala. The raffle baskets will go out on Friday, April 6 and tickets will be on sale from then until the gala on April 28. In addition, an Apple Watch will be raffled off, the night of the gala.

**Old business:** none.

**New Business:** none.

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

Closing early for gala preparation: Esmé asked the trustees for their approval to close the library at 3:00 on the Saturday of the gala for setup. Ingrid made a motion, it was seconded by Lily. So voted.

Staff Commendation: Alan noted that Esmé and the staff should be officially commended in the minutes for their decision to open the library to the public after the storm that left 70% of the town without heat or electricity. "It was great to see. The town needed it. People prefer to come to the library rather than emergency shelter for the normal-feeling environment." Esmé thanked the board for their support and promised to pass the message on to the entire staff.

**Adjournment:** Alan made a motion to adjourn at 8:10 pm. Seconded by Barbara. So voted.

*Next meeting: May 1, 2018*