

Goodnow Library Board of Trustees
Minutes--corrected
Tuesday December 4, 2018, 6:30pm
Historical Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon (v. ch.), Lily Gordon, Esmé Green (sec), Susan Johnson, Ingrid Mayyasi, Barbara Pryor, Marie Royea (ch.)

Call to order and vote to approve minutes of the November 6, 2018 meeting: Alan called the meeting to order at 6:36 and asked for a motion to approve the minutes. Ingrid made a motion to approved the minutes; seconded by Lily. So voted.

Director's Report:

FY20 Budget-update: we have received our budget instructions. They are due December 14, so Esmé presented the likely scenarios for the library budget. We were not asked to hit a target, but to present a level service budget. With the salaries already calculated, the general expense, contracted services, books and materials and automation are the lines to be calculated. Barbara asked if we would request an increase in our books and materials and automation lines, since they are always very stretched. Alan made a motion to support the budget Esmé is preparing. Seconded by Barbara. So voted.

Financial Report-update: Spending is on track for the time of year, with the exception of Teen audiobooks and ebooks, which have not yet been expended. Esmé will follow up with Robert regarding those lines.

Facilities: In general, things are in good shape. There is still a sump pump in front of the library to prevent flooding during heavy rains, but the Facilities department is actively working on a permanent solution. The temperature control project is complete and Facilities continues to tweak temperatures for maximum comfort and efficiency.

Personnel-update: We are very pleased to announce that Amy Stimac has been officially appointed the Head of Children's Services to replace Megan Warren. This leaves the Assistant Head of Children's position open. The job has been posted and we hope to fill it by the end of January. In addition, Emily Tricco started in mid-November as the Head of Reference Services. She comes from Hudson, and we are happy to have her aboard our leadership team. Becky Bogart has announced her retirement after many years of working here. Her last day will be January 10 and the board is invited to celebrate her career at Goodnow. Invitations to come.

Security gate replacement-update: Tech Logic will be delivering, installing and programming the new security gates on December 17.

CPC request to digitize local newspapers-update: Karen and Esmé attended the November 7 meeting of the CPC to answer questions and receive feedback for the request to digitize Sudbury's papers back to 1915. They are on the agenda for the December 5 hearings at Town Hall.

Signage committee-update: We have been working hard to evaluate the current signage situation in the library and have found it to be overwhelming and disorganized, with some areas having no signage, while other areas, such as the front doors having

too much. We will be condensing the three bulletin boards in the lobby and creating a single location for adult and teen programming. The trustees fully support this objective, and support library staff in their efforts.

Trustee Report:

Director's annual review: The board received Esmé's list of accomplishments and will plan on discussing at the next meeting.

Foundation Report: At their meeting, the Foundation board discussed ways in which the NOW Lab could be more welcoming and open more. The next project, renovating the Historical Room is inching forward. The annual appeal is happening now. The board is seeking one additional member.

Old business: none

New business:

Amend policy for library hours: with the Town creating an additional holiday for staff by declaring the day after Thanksgiving a paid holiday, we added to the existing policy, and combined it with the Library Hours policy. Lily made a motion to approve the changes. It was seconded by Ingrid. So voted.

Select date of next meeting: because the first Tuesday is a holiday, a new date for the January meeting must be made. Thursday, January 3 was proposed and accepted.

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

Adjournment: Marie made a motion at 7:44. It was seconded by Susan. So voted.

Next meeting: schedule, 1st Tuesday is New Year's Day