

Goodnow Library

Board of Trustees

Minutes

Tuesday, December 1, 2020, 6:00 p.m.

Virtual Meeting via Zoom

Recording of the proceedings can be found [here](#)

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

Call to order and vote to approve minutes of the October 15, 2020; October 29, 2020; November 2, 2020 meetings: Ingrid called the meeting to order at 6:02PM. By a roll call vote, all meetings were unanimously approved, including the corrected minutes of the October 6, 2020 meeting.

Director's Report:

Financial Report: We are approximately 42% through the current fiscal year and most line items are at appropriate spending levels. Some of the lines that were behind last month are catching up. Note that under salaries, the Other line is at zero. That is due to the covid shutdown; the library is not using substitutes to cover sick or vacation time.

E-book spending: Esmé covered the analysis of ebook spending by the library network and how the library's increase in spending during the covid shutdown revealed the appropriate amount of spending to reasonably meet demand. As a result, the staff met and reallocated funds from print material to econtent. \$4K was transferred from Adult Fiction and Nonfiction respectively, and \$1K from Teen and Children's Audio. Discussion followed about various digital content platforms, the need to diversify and pivot.

FY22 Budget Update: we were updated about the budget process at the town manager's monthly meeting on 11/30 and received budget instructions today. Budgets are due back in two weeks, which is before the next trustees meeting, so Esmé will have to prepare it and bring back to the board for approval at the next meeting.

COVID-19 Update: Reports of increased numbers after Thanksgiving, coupled with the onset of winter. We need to make a plan to winterize services safely. Esmé shared the list of anticipated covid expenses to be covered by CARES Act funding. Esmé also shared some of the new programming being offered by Head of Reference, Joanne Lee, including book and movie bundles, crafting, creative writing, lots of diverse discussion groups and free printing for pickup. The NOW Lab and Teen department are offering great programming options as well. The staff is doing an incredible job.

Tree Lighting 2020: the library staff collaborated and put together the ornament kits and scheduled the pickups.

Staff Appreciation: Esmé would like to purchase fleece jackets for the staff with Goodnow trust funds. It's been a rough year, winter is coming and staff need to go in and outside regularly as part of their daily tasks. Esmé will pull together cost estimate and present for a vote at the next meeting.

Barton Repair: This artifact fell off the wall and cracked across the surface and crushed in one corner. We have made a claim to the insurance company and Esmé will report back to the board on the progress of repairing it.

Trustee Report:

Friends: Ingrid reported that she met with Friends president, town manager, select board liaison. She and Alice Levine were asked to give their side of the story. Ingrid noted lack of financial transparency and unwillingness of the Friends to sign a memorandum of understanding. She explained that a signed MOU would be the first step in a dialogue between the two groups and that MOUs are recommended by the library profession. Alice explained that she felt the MOU was one-sided. Ingrid replied that the Friends are not on equal footing with the trustees as they are an elected body. Alice further said that she felt an MOU would cause more problems than it would solve. At the conclusion of the meeting, Henry (town manager) asked if the two groups could work together on the MOU; if that was not possible, and the groups separated, he requested that it be done as painlessly as possible. Discussion followed, including the need if there was a meeting of the two groups, that it be the full boards of both, that we have already gone over this ground multiple times, that next steps should be planned out in detail, etc. One way or another the problem has to be solved and a plan put in place. It is a shame that both sides feel unheard and no path forward seems possible.

Foundation Report:

Giving Tuesday: The December Appeal with focus on "Giving Tuesday" landed in mailboxes over the weekend. It was sent to anyone who has given in the past few years, but not yet this year. An issue of "News from the GLF" was emailed with GLF updates and an appeal to support the annual fund and the Historical Room Renovation project.

Historical Room Renovation: They are working on creating a list of potential donors, as well as planning to hold virtual intimate roundtables, including a couple of the GLF supporters and Holly, Esmé and possibly a representative from the Trustees. These gatherings will be so that our supporters can connect with us and learn what is going on at the Library while it is still closed. It's an opportunity to discuss the upcoming renovation and funding needs

"Be Bold" Speaker Series: On Tuesday, January 19, 2021, the first in the series will be held with Sudbury Valley Trustees speaker Dan Stimson: "Get Outdoors." The second speaker evening with Drumlin Farm is planned for February with a focus on activities for kids outdoors. We are mulling over ideas for a third evening in March, likely focused on gardening.

Old Business: none.

New business: none.

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

Adjournment: Alan made a motion to adjourn at 7:15.

Next meeting: Tuesday, January 5, 2021 6:00PM