

Goodnow Library
Board of Trustees
Tuesday, November 9, 2004
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes.**
- 2. Financial Report (Oct FY05):** we had several HVAC repairs this month. Overall, the budget categories are fine.
- 3. Friends Report:** we are still evaluating the museum reservation software and the CD/DVD cleaner/buffer machine that the Friends are willing to purchase for the Library.
- 4. Director's Report:**
 - a) FY06 budget:** the final draft is attached with the Minutes and Agenda. The budget is due in November 10. The Library's hearing with the Town manager is on the 10th as well. If any adjustments are called for, they need to be made at the Trustees meeting.
 - b) Personnel:** we filled two of the three technical services/ desk clerk positions and hired a Substitute Reference Librarian. We are still interviewing for the clerk position. If we go forward with the FY06 staff proposals, particularly the Adult Services/Reference Librarian proposal, we will be using temporary substitutes to help cover the reference desk until the FY06 staffing proposals are resolved. A decision could be reached relatively soon, if the Town Manager or Fin Com decides not to support this request, or could be delayed until Town Meeting or an override - 4-5 months.
 - c) Shelf Checkout System:** received an in-house demonstration from a vendor. It was impressive. I will discuss the system in greater detail at the December meeting.
 - d) Facilities:** The roofing company made the modifications to the roof to re-direct runoff water.
 - e) Shelving:** I have not had time to put together a proposal for the trustees based on the prices we received from the vendor.
- 6. Trustees Report:**
 - a): Strategic Plan:** Barbara will report. Bill has not finished the user survey.
 - b) Goodnow Foundation**
- 7. Old Business:**
- 8. New Business:**
- 9. Adjournment:**