

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

Minutes

Present: Lily Gordon (chair), Bob Iuliano, Carolyn Anderson, Carol Hull, Barbara Pryor, Jill Browne and Bill Talentino

- 1. Call to Order and Minutes:** the meeting was called to order at 7:32. The October minutes were approved. (B. Iuliano/C. Anderson)
- 2. Financial Report (Oct FY05):** several HVAC repairs were made this month. Overall, the budget categories are fine. Bill will ask Anna to include the percentage of the budget year that a report represents.
- 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:** Bill reviewed the final draft with the trustees. The budget is due November 10. The Library's hearing with the Town manager is on the 10th as well. The Trustees supported the proposals and the order of priority for new initiatives: increased staffing in key service areas, an increase in the book budget and additional evening and weekend hours. As part of the request for additional staffing, the most important request was for additional reference staff to free up the Adult Services/Reference Librarian from desk duty. This would allow her to carry out a number of important responsibilities that are not addressed adequately at this time, such as, staff and volunteer training, collection development and web site maintenance. The trustees stressed that the book budget increase should reflect customer demand.
 - b) Personnel:** the Library filled two of the three technical services/ desk clerk positions and hired a Substitute Reference Librarian. We are still interviewing for the library 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 vote - 4-5 months.
 - c) Self Checkout System:** Bill, Deb (Circulation) and Betsy (Children's) received an in-house demonstration from a vendor. It was impressive. The system is user friendly. The labor saved at check-in is remarkable. The cost, including 90,000 "smart chip" tags would be approximately \$105,000. Annual maintenance cost would be about \$6,000. Bill believes that we should plan on acquiring a self checkout system in FY07. It is something the trustees will discuss over a period of time.
 - d) Facilities:** The roofing company made small roof modifications to re-direct runoff water.
 - e) Shelving:** Bill has not had time to put together a proposal for adding shelving to

the Children's, Fiction and Non-Fiction areas. He hopes to have something for the next meeting.

f) Holiday Closings: Bill requested that the trustees close the Library on Sunday, December 26. Staff normally working that day will not be paid. We will add a Sunday to the end of the Sunday schedule. Bill believes that it would be a slow Sunday. For this reason, closing and adding a Sunday at the end of the schedule would be more cost effective. Approved (B. Pryor/J. Browne)

g) Revolving Fund: the trustees were asked to approve the Town Meeting article for the Meeting Rooms' revolving fund. The fund needs to be approved by Town Meeting annually. The article presented will be the same as last year. Approved. (B. Iuliano/B. Pryor)

6. Trustees Report:

a): Strategic Plan: Barbara reported that the draft is completed except for modifications that would reflect information garnered from the user survey. We will wait for the survey results before passing the draft out to trustees and others. This will set our timetable back, but the survey is an important component. Bill and Jill have reviewed four surveys and chosen one as a model. They have identified questions to add, delete or modify. Bill will produce the final version. He is working with Mark Thompson on downloading the survey into Mark's survey template. Bill contacted the designer of the survey analysis software that will be used to collate and analyze the survey. The designer agreed to look over the survey in draft form. Bill hopes to have this completed in a few weeks.

b) Goodnow Foundation: Jill reported that three filings need to be made every year to maintain exempt status. The reports are filed with the Secretary of State, Attorney General and Massachusetts Department of Revenue. There has been a lapse, but Jill believes that filing the reports will resolve the situation. She is working on it. Officers and officers to be of the Foundation will meet at 7:00 prior to the next trustees meeting.

7. Old Business: none.

8. New Business: Lily asked that Bill thank Tom and Phyllis Cullinane for all of the landscaping work they have done for the Library.

9. Adjournment: the meeting was adjourned at 8:45.