

Goodnow Library
Board of Trustees
Tuesday, December 6 2005
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

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

1. Call to Order and Minutes. The Meeting was called to order at 7:35. The minutes were approved. (J. Browne/C. Hull)

2. Financial Report (Nov. FY06): No problems or unusual trends to report. A few errors in Office Supplies line will be corrected – several invoices taken from this account need to be allocated elsewhere.

3. Friends Report: Bill contacted Ingrid Mayyasi about another joint meeting in January. She will check with other officers. Ingrid asked if there were any topics that the trustees wanted to discuss. The trustees agreed that reviewing those aspects of the survey responses that relate to resources supported by the Friends would be of interest and use to the Friends. Barbara Pryor agreed to put together a brief summary of the responses to collections. Jill will choose a sample of the comments on resources. Bill calculated the number of comments on each type of resource and will give them to Jill. Carolyn will summarize comments on museums and programs. All will be passed on to Barbara.

4. Director's Report:

a) FY07: Bill submitted the budget proposal. Several small corrections were made in salaries section prior to submitting it. The savings in salaries from FY06 to FY07 was less than originally calculated - reduced to \$1800. Bill met with the Town Manager to review the proposal. Maureen Valente understood the level service increases and the requests for increased services. There are a number of departments with needs. The Town budget is still a work in progress. It is possible that departments will be asked to absorb any increases above the one percent increase. Salary negotiations could be the defining factor.

b) Articles Town Meeting: Revolving Fund: the trustees approved and signed the Meeting Room revolving fund article. The wording is the same as that provided to us by Town Counsel for FY06.

c) Regional Delivery Service: So far we have not received negative responses to the DVD restriction. Minuteman did create a network wide explanation that is available through the MLN web site. Goodnow is initiating a soft campaign to encourage users who frequently visit and borrow items from several MLN libraries to return the items directly, whenever it is possible. This type of borrowing amounts to 15 percent of the total delivery volume. Bill will follow up on the suggestion of having the soft campaign material put on the Library's web site.

d) Meeting with Larry O'Brien: the Selectmen meet on the first Tuesday of each month. We have a joint meeting with the Friends on the second Tuesday of January. Tentatively, Bill scheduled Selectmen Larry O'Brien for 8:30 p.m. Bill will ask him to forward information to the trustees about the Town's interest in establishing "green areas" along Route 20. Given that we are meeting with the Friends in January, the trustees suggested moving the meeting with Larry O'Brien to February 14. Bill will contact him.

e) Aerial Map of Sudbury: Sudbury Valley Trustees have offered to donate to Goodnow a 1971 aerial map of Sudbury. It is about 3'x3'. It is in good condition. There are no conditions for displaying it. Bill deemed it a worthwhile acquisition. The trustees agreed.

f) Small Meeting Room Policy: Bill suggested loosening the policy prohibiting food and drink in the small meeting room. If use of the community meeting room continues to grow, more groups will be looking to the small meeting room as an option for meeting space. Prohibiting food and beverages takes away from its attractiveness as an alternate meeting location. Allowing beverages in containers and sandwiches and simple snacks should not create serious problems. We would not allow people to prepare food or serve meals there. Approved. (B. Pryor/J. Browne)

g) Third Quarter Trust Fund Report: the trustees wondered if the smaller Library trust funds could be consolidated to make it easier to budget and track expenditures. If the Town Counsel and Trustees of Town Donation approve this suggestion, the trustees voted to consolidate the following trusts: Bradshaw, Raymond, Farrell, and Rhodes. Bill and Carol will look for information on the Rhodes trust to see there are any restrictions.

h) Annual Report: due first week of January. Bill will send out draft at end of December for comment.

i) DVD Player and Screen Design: a representative from the company that designed and installed our Meeting Room A/V system met with me to discuss replacing our DVD player (7 yrs. old) and redesigning the podium's touch screens for controlling the system. I am getting more details. The option I expect to recommend comes to approximately \$1400. It will provide a DVD player that handles all types of discs and supports current standard functions –select segments etc. The A/V system control screens would be modified to make them simpler to follow. This would be a significant benefit to staff and users. We would use the Meeting Room revolving fund. Approved.

7. Old Business: Survey impressions/questions. Mark will load the analysis software and survey data on Karen Tobin's PC soon. She will be reviewing the software manual. Karen looked over the survey comments. She has already acted on a request that appeared several times. She created an e-mail account for those who would like to receive e-mail announcements on library events etc.

Bill contacted the co –chairs of the Sudbury Garden Club about the quilt. He explained and apologized for the confusion and said that he would be happy to work out the details with them.

8. New Business: none

9. Adjournment: the meeting adjourned at 9:10. (C. Anderson/C. Hull)