

Goodnow Library
Board of Trustees
Tuesday, Dec.4, 2007
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:40. The November minutes were approved. (C. Hull/B. Iuliano)

2. Financial Report (November FY08): emergency elevator repairs were made last week (\$3000).

3. Friends Report: the Friends will contribute funds to the Longfellow Big Read program. They will host three Big Read programs scheduled at the Library.

4. Director's Report:

a) Longfellow Big Read Celebration: the three Library events and dates have been confirmed. We have ordered books for the schools and Library.

b) Meeting with Selectmen Nov.27: the presentation followed the outline distributed to the trustees in October. It focused on progress made towards meeting goals of the Strategic Plan in 2007. The final segment included an outline of the goals for 2008.

c) FY09 budget: the preliminary budget was submitted. The Town's guidelines called for a level service budget. An explanation needed to be given for all increases. Originally the guidelines stated that, if the total budget increased by more than 2.5%, a department needed to outline options for bringing the total budget increase down to 2.5%.

Goodnow's budget was above the 2.5 percent increase (\$23,000) by \$12,000 to \$21,000 – depending on interpretation. However, we were advised to hold off on this exercise for now. Under “new initiatives” the FY09 proposal included proposals for staffing, library materials and the RFID system.

Before sending the December agenda, I spoke with the Town Treasurer for an update on the budget process. She said additional budget guidelines approved by Fin Com and the Selectmen. Departments are to submit new proposals for the non-personnel section of the Level Service FY09 budget. The total for this portion of the FY09 budget should be 1% less than the FY08 total. This has two implications. A one-percent (1%) reduction in the FY08 budget amounts to \$3,188. However, the FY09 level service cost increases total approximately \$25,500. Together they require an eight to nine percent (8 - 9%) reduction in this portion of the budget.

The trustees discussed the options distributed at the meeting. The trustees felt that the Library was at a great disadvantage because utility costs were part of its operating budget and the increase in this account amounted to more than half of the total increase to be absorbed. The trustees asked Bill to speak with the Town Manager about making an adjustment in the guidelines based on this factor. After some deliberation, the trustees agreed to the following reductions: salary account \$4,100, Library Materials \$8,600, Maintenance \$2,000, Utilities \$4,700, Contracted Services \$5,000, Office Expenses \$820 and Automation \$300.

d) Capital Item: Bill met with the Town's Capital Improvement Committee on

November 28. He did not come away with a strong impression of their position. Only two people asked questions. The latter part of the discussion focused on the possibility of phasing in the project over two fiscal years so that the investment would not consume such a high percentage of the FY09 Capital budget. He told CIPC that this was feasible. Obviously, there would need to be some understanding concerning the second year's commitment. He pointed out to them that the RFID system has an annual maintenance cost of approximately \$16,000. For this reason, it will receive consideration as a capital item request by CIPC and as a "New Initiative" cost by Maureen and Fin Com. Given the challenges associated with FY09, the operating cost for RFID presents a major obstacle to gaining approval from Maureen and Fin Com.

Bill told the trustees that as a phased in project focusing on the staff operations, the RFID annual maintenance came to about \$4,500, excluding the annual cost of tags for new acquisitions. He believed that the Library could absorb this cost with additional reductions that would be outweighed by the benefits.

e) Goodnow Foundation: Bill and Jill will contact Rich Davison and Marilyn Martino about meeting to discuss the composition of the Board of trustees, potential candidates, and how to market the charity.

f) Building/Facilities: Bill is still waiting for a response from the consultant about replacing the recessed lights above the New Books area. The bulbs for the outside lights were replaced.

h) Annual Report: Bill will draw from the report given to the Selectmen. Its focus will be on the progress with the Strategic Plan. It is due January 4th. He will send out a draft before Christmas and ask for responses by December 28.

5. Trustees Report:

a) Landscaping:

6. Old Business:

7. New Business: the January meeting was switched to the second Tuesday.

8. Adjournment: 9:40. (B. Iuliano/L. Gordon)