

Goodnow Library
Board of Trustees
Tuesday, Feb.12, 2008
Goodnow Library, Trustees 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: meeting called to order at 7:35 and January minutes approved. (c. Hull/B. Iuliano)

2. Financial Report (Jan. FY08): the concern for utility costs remains. It is possible that the Library will be able to cover the overrun with a surplus in Contracted Services. Bill will monitor it.

3. Friends Report: the Friends made a generous donation to Longfellow's Big Read.

4. Director's Report:

a) Personnel: we have put in place a transition plan for the Head of Circulation. The plan allows her to continue on part-time for a specific period of time. During this time she will become part of the Reference Department. In addition to reference service, she will continue with collection development, scheduling and several other "behind the scenes" circulation tasks. She will be leaving Goodnow's employment by the end of July. We have another staff member on temporary leave. There is a possibility that another vacancy will occur. Once things are more settled, Bill will advertise the Head of Circulation position for a July vacancy. Given the salary range, he expects the position will draw applicants with limited experience.

b) FY09 budget: we have not received additional information regarding the FY09 budget. The reductions outlined in January are still in play. As requested by the Town Manager, we submitted several priorities for consideration in an override scenario.

c) RFID: the group of libraries interested in RFID is contacting customers of vendors. We are still gathering information on costs and assessing the impact of RFID on services.

d) Building/Facilities: with the help of Art Richard (Building Dept.), we met with a lighting vendor about the recessed lights in the New Books area. He came up with a solution that seems to meet are practical and aesthetical concerns. He is proposing track lighting along the side walls. They have a low profile and offer flexibility. They provide appropriate illumination. They will last ten times longer than the existing lighting and will be accessible via an extension ladder without moving the stacks. The cost is \$2,900 – excluding labor. This would resolve an on-going problem. Approved. (B. Pryor/L. Gordon)

e) Big Read: Goodnow events begin February 28 with a program and dinner at the Wayside Inn. The Library's programs take place over the following three weeks.

5. Trustees Report:

A. Goodnow Foundation: Jill and Bill had two informative meetings. The first was a meeting with Marilyn Martino and Rich Davison (Sudbury Foundation). The second was a meeting with the director of the Groton Public Library. The meetings were helpful. Based on the advice received, language was added to our incorporation papers to

reinforce the principle that the foundation existed to supplement town support not supplant it. The paperwork is about to be submitted. After speaking with Rich and others, it is clear that our focus needs to be directed at the composition of the board, the foundation's message and the funding –raising and managing. We need to consider the initial size and composition of the board. What skill sets do we need? We need to articulate the purpose of the foundation. How do we disseminate this message? We need to determine a funding goal (amount), a strategy for reaching it and a plan for managing it. Will we need to contract for help to address these tasks? The recommendation is yes. We should look at grant support services related to defining the fundraising campaign and producing publicity and documentation.

The trustees agreed to share suggestions for potential board members.

6. Old Business: none

7. New Business: none

8. Adjournment: 9:10 PM. (P. Cullinane/L. Gordon)