

Goodnow Library

Board of Trustees

Tuesday March 16, 2010

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

1. Call to Order and Minutes: motion to approve the Jan. minutes.

2. Financial Report (Jan. FY10): nothing unusual to report. Roofing issues will be taken up in spring. Some aspects should be under warranty.

3. Director's Report:

a) RFID and Self Check-Out: the conversion process –tagging and encoding all items (115,000) is moving forward. We have tagged about 88,000 items. We've added six new volunteers over the last 3 weeks. The print collection is done. We are focusing on the A/V now. We acquired RFID components to create 5 more staff stations and are moving staff and volunteers over to encoding items as well – scanning the barcode number of each item onto its tag. So far about 10,000 items have been encoded. Out timeline for going on-line in July is looking good. Concord is about to move to RFID as well.

A financial report on the RFID project is enclosed with the minutes and agenda.

b) FY11: nothing new to report. As stated last month, the larger departments were asked to identify additional reductions to those made as part of the non-override budget submitted in October. This would be in addition to the budget reductions submitted to get to a FY11 budget that would be 1.5% below the FY10 budget. The reason for the request for additional reductions is that the Town's portion of FY11 budget was still \$105,000 short of meeting the non-override budget. Bill submitted further reductions to cleaning contract services, utilities and automation amounting to \$5,000. He reminded the Town Manager that his retirement would amount to some level of savings in the Director's salary line for FY11.

As part of the FY11 override budget that is being recommended by Fin Com and the Selectmen, Goodnow receives level service funding, with a small increase above maintaining our existing purchasing power for library materials. The other way in which the override budget impact Goodnow is that it creates the facilities management department for the Town.

c) Building: the terrible two day rain storm resulted in water coming into the boiler room area. Using a make-shift channeling arrangement, that I am considering patenting, much of the water

was directed to a drain. The DPW helped by using a front loader to break up the 5” thick sheet of ice in the area by the boiler room stairwell and extending the downspouts away from the building. Jim Kelly (Building Inspector) helped with re-attaching the downspout to the gutter over the patio. Bill Place said he will rip up the black top in this area and raise the elevation so that water is not directed toward the building. Jim Kelly is getting a quote for repairing and re-designing the gutter over the patio.

3. Trustees Report:

a) **Collaboration C.:** met March 12 to review guidelines etc. and to outline agenda for possible meeting with Wayland.

b) **Goodnow Foundation:** brief report from Jill and Bill.

4. Old Business:

5. New Business:

6. Adjournment: