

Goodnow Library

Board of Trustees

Tuesday March 16, 2010

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

- 1. Call to Order and Minutes:** the meeting was called to order at 7:38 pm. The February minutes were approved with two corrections. (B. Iuliano/C. Hull)

Acknowledgement: Before considering the agenda, the trustees wanted to formally express their regret upon hearing of the passing of Hans Lopater. Hans made a number of significant contributions to the Library and community while serving as a member of the Goodnow Library Trustees. As chairman of the Library's building program, Hans guided the renovation, restoration and expansion of Goodnow from start to finish. The project's success was a testament to his dedication and hard work. Bill will forward this acknowledgement to Mavis Lopater.

2. Financial Report (Feb. FY10): nothing unusual to report. Roofing issues will be taken up in spring. Some aspects should be under warranty. The library hopes to be able to use some of the Service Contract funds and any funds left in repairs to cover any portion of the roof repairs not covered by warranties. Bill expects to be able to fund some electrical repairs (ballasts) and the spring cleaning –primarily the floors.

3. Director's Report:

a) RFID and Self Check-Out: the conversion process –tagging and encoding all items (115,000) is moving forward. We've added six new volunteers over the last 3 weeks. They have been a great help. We have tagged about 88,000 items. 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. Our timeline for going on-line in July is looking good. The conversion process is a major undertaking. We've accomplished it without giving additional hours to staff or hiring temporary employees. The staff has taken on the additional work while maintaining regular duties, and our volunteers have made phenomenal efforts. The other MLN libraries introducing RFID are following their timelines as well. Concord is about to invest in RFID.

The trustees reviewed the financial report on the RFID project that was enclosed with the minutes and agenda. The trustees asked that the introduction of RFID receive appropriate publicity. Given its importance and the effort made by staff and volunteers, it should be an important event. Bill said that the staff is working on a publicity campaign. Particular attention will be given to the importance of users bringing their library cards.

b) FY11: there was nothing new to report. As stated at last month's meeting, 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 as part of the original non-override FY11 budget proposal that would be 1.5% below the FY10 budget. The reason for the request for additional reductions is that the Town's portion of the FY11 budget was still \$105,000 above the amount needed for the non-override budget. Bill submitted additional reductions to cleaning contract services, utilities and automation that totaled \$5,000. He reminded the Town Manager that his retirement would produce some 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 level service for library materials.

c) Building: the terrible two day rain storm resulted in water coming into the boiler room area. Using a make-shift channeling arrangement, much of the water was directed to a floor 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.

The Selectmen's Town Meeting request to create a facilities management department for the Town will impact the Library. The request only asks for approval of the concept. If the article passes and is eventually funded, the Facilities Department would oversee maintenance of all Town facilities including Goodnow.

3. Trustees Report:

a) Collaboration C.: the Committee met March 12 to review the goals and principles it had established at its earlier meetings and to determine its next steps. The Committee was formed to look at opportunities to collaborate with other Town and regional services that would contribute to sustaining and enhancing Goodnow services and resources. The Committee concluded that the most fruitful approach for Goodnow at this time was to focus on expanding the regional collaborative efforts already in place and being developed within the Minuteman Library Network and to focus on opportunities for collaboration with other Town departments, such as the schools. Both efforts offer significant benefits and efficiencies. There seem to be fewer areas

of uncertainty and risks associated with them than with other options.

Barbara and Bill are working on a preliminary outline of a report for the Committee.

b) Goodnow Foundation: Jill reported on the Sudbury Foundation grant. She, Barbara and Bill comprise the grant committee. They plan to meet with the consultant soon, and want to have a sense of how to proceed. They met last Friday to review the objectives already completed or underway and to discuss the objectives that remain. The Strategic Plan is in place, and the Frequently Asked Questions (FAQ) is almost finalized. A few more stakeholders will be contacted for input on the FAQ. The trustees need to give additional thought to those aspects of the FAQ that describe the relationship of the Goodnow Trustees and the Goodnow Library Foundation's Board of Directors. The remaining objectives focus on recruiting Directors and creating preliminary material for an active fundraising campaign. Jill, Barbara and Bill believe that undertaking an ambitious active fundraising campaign is not a viable option at this time. It would require a major commitment by the Trustees, the Board of Directors (yet to be recruited) and the Library Director. Too many questions and uncertainties exist to follow through on this option. Even if the campaign is based on the highly structured Benevon model that the grant committee has been investigating, the commitment required of the "team" is unrealistic at this time. The committee recommends initiating a passive campaign as the first phase. The focus would be on documentation and strategies that promote donations via estate planning and expressed interest. Board of Director's would be recruited knowing that they will contribute to this phase of the campaign and to planning for an active campaign. The trustees were asked to think of potential recruits.

The trustees supported this approach. They will look at the FAQ's that describe the relationship of the Trustees and Directors. They will be discussed at the next trustees meeting.

4. Old Business: Bill reported that a café-like arrangement does not seem viable. He had spoken with a number of libraries about it. There is not enough foot traffic to support it. He was intrigued by the number of libraries making facilities available for social receptions.

5. New Business: Bob asked about the process for evaluation of the director. Bill will send the trustees the existing form and recent evaluations.

6. Adjournment: the meeting adjourned at 8:56. (B. Iuliano/L. Gordon)