

Goodnow Library

Board of Trustees

Tuesday February 1, 2011

Goodnow Library, Conference Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: .

2. Financial Report January: we have fallen behind a little in some spending areas, such as, library materials. The staff has been alerted. Bill and Anna (Office Coordinator) will be reviewing the entire budget carefully to assess spending patterns for the remainder of the year.

3. Friends Report: Bill, Karen and Anna met with four copier/printer vendors to discuss proposals for a new lease agreement for the Library. It appears that the new arrangement will allow us to continue with three machines in the Library. We are comparing the offers, particularly in terms of the on-going maintenance costs. We will present recommendations to the Friends by the end of February. As part of the new configuration, copies and prints coming through the same machine, the price of copies will be reduced to ten cents and the price of prints will be raised to 10 cents. Since more prints than copies are made by the public, revenue should go up. The new machines should be in place by mid-March.

4. Director's Report:

a) Building: the Town's insurance company approved going forward with replacing the A/V projector system based on the revised (increased) cost. Work will begin in mid-February. The vendor will exclude the cost of the blue-ray player from the invoice to be paid by the insurance company. As mentioned last month, the vendor also gave Goodnow a proposal for a mobile interactive whiteboard. It is something the library should consider acquiring in the future.

b) Sudbury Archives: a progress report on the current project is almost completed. The next proposal will be sent to the Sudbury Foundation in early March.

c) Annual Report: the report was submitted with the modifications recommended by the trustees.

e) Medical leave: Children's Librarian, Betsy Mosher, the Children's staff, and the Library staff as a whole, are making numerous contributions to maintain Children's services during Betsy's absence. It is a great credit to their commitment to the Library and library users.

f) Staff day: the staff day was held on Friday, January 28. Several key topics were addressed. The trend in library services to empower customers was discussed. Karen gave a demonstration of MLN's new on-line catalog interface, Encore, which is similar to Google and other interfaces library users are accustomed to searching. Mike Briody reviewed the transition in staff duties being initiated now as a result of RFID and self-checkout. He also discussed future transitions that will emerge as a result in a shift in workload related to check-in and checkout transactions. Bill's segment focused on trends that empower library users, self service, self directed searches and interactive services.

g) Network Transfers: Brookline was generous enough to send out two staff members to work with Goodnow on a software program Brookline wrote to streamline handling of network transfers via RFID. An adjustment needs to be made in the town's security software to allow it to work. The state has signed a contract with a new vendor for delivery services beginning in July. As part of an effort to keep delivery costs down and boost efficiency, all items in delivery will need to have barcodes on the outside. This will allow for automated sorting. (Sorting is the most expensive piece of delivery costs.) Goodnow plans to work with other MLN libraries on a plan for addressing this requirement. There are devices that will scan existing barcodes and produce duplicates that can be placed on the outside of an item. A plan should be worked out within the next month. Most likely it will involve volunteers.

3. Trustees Report:

a) Goodnow Foundation: Barbara provided an update on the process of adding to the Board of Director's. She will be meeting with a candidate by mid-month. She and Jill have gained additional names of potential candidates. They will review the list and make contacts.

b) Selection Process for a Director: Carol Hull gave a progress report. The process has produced several candidates to interview. Some of the interviews are completed. The goal is to have at least two finalists meet with the entire Board of Trustees, Maryanne Bilodeau and Maureen Valente as the final selection step.

c) Sudbury Historical Society Request: with the agenda the trustees received an e-mail that the Society sent to Lily as chair of the trustees. They also received a follow-up e-mail with a correction to the original request.

The first request, regarding the Hattie Goodnow album was handled easily. The trustees agreed with Bill's initial response to the Society. The Collection belonged to the Society and was left with the library in error. The library is happy to return it, but would like an official letter from the Society acknowledging the exchange. This procedure was to insure that there would be no confusion in the future about the whereabouts of the collection. Given the existing confusion over it, leaving a clear paper trail for both Goodnow and the Society seemed prudent.

The Vincent Collection is an entirely different situation. The Vincent Collection belongs to Goodnow –it is Library/Town property. The trustees would consider lending it to the Society for a specific exhibit for a set period of time, but did not see it in the community's best interest to relinquish ownership. Goodnow's foremost goal is to serving the public- all residents of Sudbury. Lending it for a specific period would involve fewer issues regarding public access and offer several advantages. An on-going mutual lending practice of materials for display could be instituted between the Library and Society. Presenting materials in different venues would expand the viewership. For a variety of reasons, residents might find it more convenient to see exhibits of SHS material at Goodnow. Likewise, having Goodnow material exhibited at Town Hall could enhance the Society's exhibits and programs. As Goodnow's participation in MLN has shown, resource sharing or lending offers great benefits to institutions and, more importantly, their constituencies. Working together and sharing our expertise to preserve and make accessible the resources each institution possesses would benefit the public. Increasing our collaborative efforts with other libraries, town agencies and local organizations is a focal point of our Strategic Plan. We talked about looking at opportunities to collaborate with other town entities focused on Sudbury's history and historical resources, such as the Historical Society and Town Clerk's Office. The Society's letter is an impetus to move forward. Lily will write a response outlining the decision.

4. Old Business: none

5. New Business: Bill brought up the possibility of a proposal that might develop regarding honoring Sudbury residents serving in Afghanistan or Iraq. The Assistant Town Manager Maryanne Bilodeau had just met with a small group of parents with sons or daughters serving in these areas. Following the community's response to Lt. Milley's death, the parents wanted to meet with the Town about possibilities for recognizing the contributions of residents serving in the military. Although this was the preliminary meeting, several concepts emerged. One was a way of acknowledging appreciation for their service and displaying whatever form it took, for example a quilt. The other was where to display it. The Library was one of the locations mentioned. Maryanne wanted input from the Library and others before discussions moved along.

Bill reported that in his discussion of the matter with Maryanne he mentioned that an album would be worth considering. It simplified the logistics for displaying and adding profiles. It offered flexibility in terms of displaying it in the designated location and exhibiting it in various locations. It could be a permanent record. He told Maryanne that he would raise this possibility with the trustees. If the group working on this concept moved forward with a plan, and the Library was a part of it, the Trustees thought the album format offered the most immediate and long term advantages. Bill will pass on these thoughts to Maryanne.

6. Adjournment: the meeting adjourned at 9:11 (B. Iuliano/B. Pryor)

