

Minutes

Goodnow Library

Board of Trustees

Tuesday, Dec. 4, 2001

Goodnow Library, Historical/Trustees Room

7:30 p.m.

Present: Hans Lopater, Tom Arnold, Jill Browne (chair), Phyllis Cullinane, Carol Hull, Lily Gordon and Bill Talentino.

1. Call to Order and Minutes: the meeting was called to order at 7:35 p.m. The November minutes were approved. (H. Lopater/J. Browne)

2. Financial Report (Nov FY02): nothing unusual to report except that there will be several expensive repair costs for gutters and elevator repair.

3. Friends Report: based on the trustees' suggestions, Bill asked the Friends to consider sponsoring two programs: one with a historical mystery writer and the other with a local jazz pianist. Agreed. The Friends will express gratitude to Marvin for his extra efforts. Lily and Hans spoke about the sculpture Janice Rudolph is creating. Hans has done significant fundraising for it. He will be contacting several other possible contributors.

4. Director's Report:

a) Library FY03: the budget submitted as approved. Bill modified the narrative to reflect trustee suggestions. He met with Maureen Valente, Kerry Spiedel and a rep from Fin Com to review the budget request. Maureen expressed appreciation for the needs addressed in the Incremental Increase requests. Maureen pointed out that the economic situation for FY03 would be challenging. Bill emphasized that the 35 additional staff hours are a conservative estimate of what is needed to meet current library activities. If the Town were unable to fund 35 hours, any additional hours would be appreciated.

b) Landscaping: as reported at the last meeting work is underway.

c) Archival Database: the database is up a running. Bill and others will be fine tuning things and making plans for giving demonstrations of it.

d) Staff Openings (P-T Library Clerks) the three positions have been filled.

e) Gutter Work: the additional gutter work to north side will be done this week. Two other issues still need be addressed: repairing the conduit coming into the electrical room from the north side exterior lights, and remedying the way in which water runs off the 1895 wing on the south side. Bill will ask the people making the gutter repair to evaluate the latter problem.

f) New Loan Period: so far it has been popular with the public.

g) Bike Rack(s): two racks on order.

h) Kayak: Bill suggested that a set-up sub committee be formed to evaluate 3-4 locations for the kayak and make recommendation to trustees. Jill and Phyllis agreed to serve with Bill. Bill will speak with Mystic about how to display the kayak once a location was identified.

i) Annual Report: the report is due early January. Bill asked for suggestions for

themes or elements to include in the report. Hans recommended that the report focus on the increased use of the Library.

5. Trustees Report:

- a) **Shutters** – Carol will speak with the installers about handles for the lower shutters.
- b) **Nomination to the National Register:** The Library’s application will be considered on Dec. 12. Hans will attend.
- c) **Landscaping options:** Tom, Carol and Phyllis will work with the landscaper on plans for the Library.

6. Old Business: Bill reported that he would be sending in his registration for attending PLA and making flight and hotel reservations. Funding will come from Staff Development under the trust funds.

7. New Business: Review Policy for Exhibit areas- the trustees considered modifying the policy and procedure regarding items sold as a result of being exhibited at the Library. After a lengthy discussion it was decided to bring this policy in line with other policies regarding the use of the Library. All other policies discourage for profit activities taking place at the Library. The trustees agreed to prohibit putting prices or other information to encourage sales. Before the policy is implemented Bill will check with Randy LeSage to find out if this will create problems for those who have already scheduled exhibits. If it does, the trustees will consider how best to address this complication.

8. Adjournment: the meeting adjourned at 9:05 p.m. (H. Lopater/T. Arnold)