

## Minutes

Minutes

Board of Trustees

Tuesday, Feb. 6, 2001

Goodnow Library, Historical/Trustees Room

7:30 p.m.

**Present:** Carol Hull, Hans Lopater, Phyllis Cullinane, Jill Browne, Lily Gordon and Bill Talentino. Guest: Janice Rudolph

**1. Call to Order and Minutes:** the January minutes were approved. L. Gordon/H. Lopater)

**2. Discussion with Janice Rudolph:** Janice met with the trustees to describe her concept for a library sculpture. She had photographs of a small model of the proposed sculpture. The sculpture would be about 5' 6". The materials would be granite and bronze. Janice will donate most of the labor involved. The cost would be \$20,000. Perhaps smaller versions of the sculpture could be made for fund raising purposes. The trustees unanimously approved going forward with the project. (L Gordon/H. Lopater) It will take 4-6 months to complete the work. Funding sources will be worked out.

**3. Financial Report (Jan. FY01):** Status remains the same as recent months. Given the severity of this winter, the question was raised about the possibility of a shortfall in the utilities budget. Bill did not think a shortfall would occur this fiscal year. If he sensed that one would occur, he would alert the Treasurer and submit a reserve fund transfer request. Given the trends in utility prices, a short fall would be more likely next year.

**4. Friends Report:** much of the Friends January meeting was taken up with preparing for the party for Carolyn Anderson. Thanks to the efforts of the Friends, the party was a huge success.

**5. Director's Report:**

- a) **March Meeting:** due to scheduling conflicts, the Trustees moved the date for the next meeting to March 20. As usual, there will not be a meeting in April. Trustees will check with Lorraine about signing bills between now and the March 20 meeting.
- b) **Finance Committee Hearing:** the meeting with the Finance Committee went well. The focus was on the Library's Incremental Increase proposals. The top priority was included in the Town Manager's budget recommendation. Bill explained the reasons why this and the other requests were made.
- c) **New Head of Circulation:** Jennifer Pickett began work on January 22. This allowed her to work with Carolyn Anderson for 10 days. It was an excellent plan. Jennifer is a little overwhelmed at this time, but she has a good grasp of the job and of the Library's priorities – thanks to Carolyn efforts and Jennifer's prior MLN experience.
- d) **Light Fixtures:** Bill contacted the manufacturer. They have been very conscientious in trying to find a solution. Bill sent one of the fixtures to them. They promise to find a solution.
- e) **Web Site:** Bill and Anne have had two meetings with Mark Thompson about the web site. The Library will be able to have its own customized pages

added to the site. Mark has also given the Library a second address that allows users to go directly to the Library's pages on the Town web site – library.sudbury.ma.us. Bill and Anne will work with Mark on the layout and features of the customized pages.

- f) **Geoff Filker:** Bill informed Geoff that the trustees were interested in meeting with him again, but that they would prefer that he discussed the preliminary proposal with the Conservation Commission first. This would help to eliminate questions about the proposal. Carol Hull said that she would check with the Town Counsel about ownership of the fence. The trustees asked Bill to contact Bill Place about having the boundary line on the south side staked this spring.
- g) **Processing Fee:** some time ago, the Library established a processing fee that is charged to users who are paying for a lost or damaged item. Bill recommended it be eliminated. Approved with one abstention. (L. Gordon/P. Cullinane)
- h) **Internet Filtering Software:** The trustees were given a packet of information on filtering to review. Bill summarized the information and the pending federal legislation calling for the installation of filters. (The legislation is being challenged in the courts.) The trustees discussed the issues at length and felt comfortable with maintaining the existing library policy. It emphasizes the values and risks associated with using the Internet but don't call for filters. The policy will be reviewed again as the status of the legislation and other factors develop.
- i) **Goodnow Library's Archival Materials:** Bill summarized a meeting he had with Lee Swanson and Anne Shirley to discuss the Library's role in acquiring and maintaining archival material. Bill told Lee that the Library's role remains the same as it has been for better than 12 years. The Library will maintain its existing collection of historical materials and, from time to time, may add material to it. Material that would be considered for acquisition would be resources that are especially relevant to the Library, don't require significant space, and don't require special attention, for example, the Goodnow Association's material. The Library doesn't have the space, facilities, staff and staff expertise to assume a larger role. Lee asked if the Library would consider putting humidity control in an area of the Library to house the material. He also asked about the Library hiring someone to work with all of the material to insure that it is preserved. Bill said that he would bring the suggestions to the trustees. He suggested that no source of funding existed for hiring someone. A grant proposal would be a possibility, but would have to wait until the existing grant is completed.

The trustees had a lengthy discussion on the points raised by the meeting. They felt that the role that the Library established for itself some time ago should remain unchanged. Goodnow will maintain its existing collection. From time to time a small number of items might be added. However, the Library does not have the space, facilities or staff to become a repository of Sudbury's historical records and memorabilia. Once the existing historical materials grant is completed, the Library will look at options for

improving the overall organization, display and storage of its materials.

**5. Trustees Report:**

**a) Build for the Future Campaign:** Hans distributed a report on the status of the Build for the Future Fund. After factoring in the remaining expenses there is a balance of \$50,000.

**b) Goodnow Library Foundation:** a discussion of how to re-vitalize the Foundation will be taken up at the March meeting. Rich Davison will be invited.

**6. Old Business:** none

**7. New Business:** none

**8. Adjournment:** the meeting was adjourned at 9:04. H. Lopater/P. Cullinane.