

Goodnow Library
Board of Trustees
Tuesday, June 5, 2001
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (May, 2001)

2. Financial Report (May FY01): the budget will be very tight – utilities and office expenses even more problematic than anticipated. Will be able to balance out.

3. Friends Report: the Friends are very interested in providing more funds for A/V for FY02. They asked if there are other items needed. Bill will speak with Betsy about additional educational/recreational software for the iMac's. The Friends are having a potluck dinner June 12 and will invite Lorraine and her husband, staff and trustees. The Friends will pay a public licensing fee that will allow us to show videos and DVD's from some 40 distributors – 10,000 titles.

4. Director's Report:

a) Increase in Library Materials Budget via Trust Funds and State Aid:

at last month's meeting I recommend that we allocate additional trust and state aid funds for library materials in FY02 - \$2,500 more from both sources. The trust fund money would go to print material. The state aid would go to A/V and print. Together with the increase from the Friends (\$6,000) and the Town (\$4,800), the book budget would go up by \$8,000 and A/V by \$7,800. Having more new items has been an expressed interest of users since our move into the new building. In terms of the A/V collection, the increase will make it easier for us to handle the transition from video and book tapes to DVD and CD-books.

The trustees asked for more information/documentation - specifically what book requests are not being met now and would be with the increases.

I reviewed the proposal with the department heads. We all agreed on the subject areas/interests in which user demands exceed our purchasing power. We acquire material on the subjects/interests; however, the high demand for current material in these areas exceeds what we have to offer. They are: travel, health topics (prevention and treatment), home renovations/repairs, interior decorating, home designs, parenting, sports/recreation. In addition certain collections need to be updated – sciences and languages.

I compared our materials budget to comparable libraries/communities in MLN: Acton, Bedford, Concord, Medfield, Wayland, Weston, Westwood and Winchester. They average per capita spending on library materials for those libraries in FY01 is \$9.74. Sudbury's is \$6.76. We have the same type of users with the same demands. We have significantly less to spend on materials. The proposed increase would help, although the Town increase for FY02 really reflects an inflation factor.

For FY01 we plan on spending \$12,000 of \$21,780 of state aid for materials. Of the \$29,000 in annual trust fund income, we plan to spend \$15,000 - \$7,000 of which is allocated to books.

- b) Landscaping island along Mackinnon's:** the Mackinnon's are enthusiastic about continuing the arrangement whereby we maintain the landscaping on the strip of land belonging to them that separates the sites. I told Mike Mackinnon that the trustees would send his family a letter stating their agreement. He also said that putting in one or two walkways to connect the lots would be a fine idea. As a result we can go forward with our plans.
- c) Archival Database:** moving along. The web site design is more complicated than we thought.
- d) Piano Policy:** Lily and I looked over other policies – no clear trend. Our recommendation is that the policy be as consistent with the use policies for other library resources and facilities, particularly the Meeting Room. The most relevant elements of the Meeting Room policy that apply to the Piano Use policy are: of the policy are:
It is not available to for private or personal social functions (e.g., birthdays or weddings), religious functions, commercial enterprises, or programs promoting or publicizing for profit services or products.

Programs may not interfere with Library operations. Due to its proximity to other Library operations, the Trustees reserve the right to restrict use of the Meeting Room if the nature of the anticipated meeting/activity could be unreasonably disruptive to other regular library functions or if the meeting is likely to be too large to accommodate.

All Library uses take precedence over any outside group's use of the Room.

All meetings should be open to the public. Under some circumstances, registration may be allowed.

Admission fees may not be charged, and no product or service may be sold.

Meetings may be scheduled to go beyond regular Library hours, but the request should be made at the same time as the reservation. The current schedule of hours is available at the Adult Circulation Desk. Meetings will not be scheduled to begin after the Library is closed or on holidays or any other day that the Library is closed. **The Head of Circulation or the Director will approve requests for meetings after the Library closes or on days that it is closed, only if a designated Library employee is available to open the building and remain in it the entire time it is being used.** (There is a \$20 per hour fee for the designated employee with a 2 hours minimum. Payment must be made on the evening of the meeting.)

Evening meetings should end by 10:50 PM. The front doors are locked at closing time. Groups need to designate a representative to allow people in after 8:30 PM, open the locked front doors."

Groups may not schedule meetings to begin prior to the time that the Library opens to the public (9a.m.). Groups should not plan to set-up for meetings prior 9a.m.

Lily has compiled a list of other facilities that make a piano available. We will make those options known to callers.

f) Gutter Work and Light Fixture Ballasts: done.

g) Other Repairs: have yet to proceed on other repairs.

h) Challenge Grant Funds: town informs us that we still have \$6,000 to be spent on automation related to MLN. We need several PC's. A PC in Children's is about 6-7 years old and not reliable. Technical Services needs a PC. MLN will be moving to Circulation software supported by PC's. It would be prudent to have staff become accustomed to it now. Plan to use the money for these purposes.

i) Loan Period for Videos/DVD's: as part of the staff discussion on extending the loan period for print materials, other than "high demand" items (best sellers), we are giving consideration to increasing loan period of videos and DVD's from 1 week to 2 weeks. The goal is to keep the number of loan periods users need to remember to two. Currently we have two periods – 2 weeks for everything except videos and DVD's – they circulate for 1 week. If we went to a 3- week loan period for all items except "high demand" items (2 weeks) and videos and DVD's (1 week), we would have 3 loan periods for users to remember. A reminder, we are considering changing the loan periods because of the number of renewal requests that we get – estimate 30 percent of circulation transactions. An extra week would save people from making the call and save staff time.

5.Trustees Report:

a) Hosmer Paintings: need to decide on locations

b) Goodnow Library Foundation: update

c) Kayak: Mystic Seaport staff visited. Kayak is in remarkable condition.

Preliminary Library locations fine environmentally. Need to decide on a location in order to determine options for how best to display and costs. Area between metal columns, above the ramp in the Historical Gallery, not appropriate due to lighting – kayak would block lights illuminating paintings. There are several other options to consider.

d) Plaques: done

6. Old Business:

7. New Business:

8. Adjournment