

## Minutes

Goodnow Library

Board of Trustees

Tuesday, June 5, 2001

Goodnow Library, Historical/Trustees Room

7:30 p.m.

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

**1. Call to Order and Minutes:** the meeting was called to order at 7:40 p.m. The May minutes were approved. (C. Hull/L. Gordon)

**2. Financial Report (May FY01):** the budget will be very tight – utilities and office expenses are more problematic than anticipated. There is a dramatic price increase for electricity. The bottom line for expenses will balance out. There will be a surplus in salaries.

**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 small party on June 12 to close out the year. As a gesture of gratitude for her work on behalf of the Library, they will invite Lorraine Knapp and her husband. Staff and trustees are invited to attend. 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 the director recommend that the board 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 about how the increase for print materials would be used - specifically what book requests are not being met now that would be met with the increases.

Bill reported that he had met with the department heads recently to review the target areas for additional spending. They 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.

Bill presented a comparison of Goodnow's materials budget to comparable libraries/communities in MLN: Acton, Bedford, Concord, Medfield, Wayland, Weston, Westwood and Winchester. The average per capita spending on library materials for those libraries in FY01 is \$9.74 - Sudbury's is \$6.76. Sudbury has the same type of users with the same demands. Goodnow has significantly less to spend on materials. The proposed increase would help, although the Town increase for FY02 really reflects an inflation factor as opposed to a true increase in purchasing power. For FY02 the recommendation is to spend \$12,000 of \$21,780 of state aid for materials and to spend more of the \$15,000 in Goodnow trust fund income allocated for spending on library materials and less on capital items - \$9,500 would be spent on library materials.

The trustees approved the recommendations.

**b) Landscaping island along Mackinnon's property line:** the Mackinnon's are enthusiastic about continuing the arrangement whereby we maintain the landscaping on the strip of land belonging to them. Mike Mackinnon 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 for landscaping and speak with Bill Place about the walks. The trustees felt comfortable with handling this agreement informally. Bill will use state aid for the landscaping.

**c) Archival Database:** moving along. The web site design is more complicated than we thought – finding a vendor etc.

**d) Piano Policy:** Lily and Bill reported that they had looked over policies from other libraries and found no clear trend. Their recommendation was that Goodnow's policy be consistent with the use policies for other Goodnow resources and facilities, particularly the Meeting Room. The Piano would be available for programs sponsored by the Library and Friends or by community groups and organizations programs. The policy would exclude use of it by private or commercial purposes – music lessons or recitals by students/private music teachers. The most relevant elements of the Meeting Room policy will apply to the recommended Piano Use policy. They are:

1. It is not available 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.
2. 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.
3. All Library uses take precedence over any outside group's use of the Room.
4. All meetings should be open to the public. Under some circumstances, registration may be allowed.
5. Admission fees may not be charged, and no product or service may be sold.
6. 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.)

7. 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.”

**8. 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 with pianos available for use. We will make the list known to callers.

The trustees approved this policy. (H. Lopater/C. Hull)

**f) Gutter Work and Light Fixture Ballasts:** this work has been completed.

**g) Other Repairs:** work has not begun on the carpeting and the Children’s linoleum problem.

**h) Challenge Grant Funds:** town informed Bill that the Library still has \$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 by adding a PC to the Circulation desk. Bill planned to use the money for these purposes.

**i) Loan Period for Videos/DVD’s:** last month Bill reported on staff discussions about the advantages of extending the loan period for print materials from 2 weeks to 3 weeks, with the exception of “high demand” items (best sellers). As part of this evaluation of loan periods, Bill and the department heads are giving consideration to increasing loan period of videos and DVD’s from 1 week to 2 weeks. The goal is to minimize the number of loan periods that users need to remember. 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. By making videos and DVD’s 2 weeks, users only need to remember two loan periods, as is the case now. 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 calls and save staff time that could be re-allocated to other services. With the extended loan periods, renewals will not be allowed for videos and DVD’s, so that the total loan time

for these items will remain as is – 2 weeks. The public gains a convenience and the staff saves time. Given the on-going increase in circulation activity, making better use of staff time is an important consideration.

Bill asked to have the authority to change the loan period for videos and DVD's. He will be discussing it with department heads on more time. The issue of loan periods for print material will be voted on in September. Approved.

#### **5.Trustees Report:**

**a) Hosmer Paintings:** Carol Hull and Janice Rudolph will hang the paintings in the ramp area and the trustees to decide whether the proposed locations are fine or others need to be entertained. Once the locations are known an appropriate plaque can be purchased.

**b) Goodnow Library Foundation:** update not available.

**c) Kayak:** staff from Mystic Seaport visited Sudbury to view, measure and photograph the Library's Kayak. They said that it is in remarkable condition. Bill showed the Mystic staff various locations under consideration as the exhibit area for the kayak. They felt that the locations offer a fine environment. We still need to decide on a location in order to determine options for how best to display it. A prime area, between metal columns above the ramp in the Historical Gallery, is not appropriate due to lighting – the kayak would block the lights that illuminate paintings. The trustees looked at several locations. The trustees concluded that in order to assess each option accurately, the kayak should be brought back to Goodnow and viewed in each location. Bill will arrange it.

**d) Plaques:** all of the additional plaques and corrected plaques are in place.

**6. Old Business:** Hans asked if anyone had heard anymore about the fence separating Dunkin Donut from the Library. There had been some talk about it being repaired. Bill hadn't heard anything.

**7. New Business:** Carol and Jill discussed the need to look into shades or shutters for the south window wall of the Library Trustees/Historical Room. They will make some contacts. There was a discussion as to whether a consultant such as Nancy Lohrer or Sara Chase needs to be brought in to the process. For now Carol, Jill and perhaps Janice Rudolph will be enough.

**8.** The meeting adjourned at 9:10. (P. Cullinane/L. Gordon)