

Minutes

Board of Trustees: Goodnow Library

Tuesday, March 20, 2001

Goodnow Library

7:30 p.m.

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

1. **Call to Order and Minutes:** the meeting was called to order at 7:40 p.m. The minutes were approved. (H. Lopater/C. Hull)
2. **Goodnow Library Foundation Inc.** the trustees had a discussion with Rich Davison about plans for moving forward with the Goodnow Foundation. The discussion centered on the needs that would be addressed/supported through the Foundation and how best to convey this information to potential supporters. A planning sub-committee including Tom Arnold, Bill Talentino and Phyllis Cullinane will working on this.
3. **Friends Report:** Lily reported that the Friends are supportive of the sculpture project and may be one of the sources of funding – the Build for the Future fund will be another source. Hans stated that the sculpture should include a plaque acknowledging Janice Rudolph.
4. **Financial Report:** (Feb. FY01): there will be a deficit in General Expenses, but surpluses in other accounts will balance out the budget. Utility costs are ahead of last year. Given the weather this fiscal year, it is not surprising. In April Bill and Lorraine will project costs out for the remainder of the year.
5. **5. Director's Report:**
 - a) **Building Project and Repairs:** Bill reported that new ballasts will be sent and installed soon - no charge to us. Titan will make small modifications to the gutters over the arcade to resolve the dripping problem. HVAC repairs will be made soon – several control valves need to be replaced.
 - b) **FY2002 Budget:** there is a good possibility that the Library's top priority for incremental increases will not be funded- additional hours for technical services.
 - c) **Audio/Video Materials:** Bill is considering making a request to increase spending for DVD's and books-on-CD by using more trust funds and state aid. He believes that we need to acquire additional educational/recreational software for the Children's Mac's and possible for circulation to users. Friends for increase in funds for A/V as well. There was some discussion of increasing spending for books. Bill will have the recommendation on the agenda for the next meeting.
 - d) **Town/Library Website:** Bill and Anne are working with Mark Thompson on the Website's design. We have identified the type of features to include. As discussed at previous meetings, there is a possibility that the Library will use the web designer for the Archives project to design the Library's. Although there was some discussion of using volunteers, e.g., LSHS students, most likely the Library will use a designer.
 - e) **Landscape/Snow Plowing:** Bill suggested that the trustees et al reassess the landscaping on the island between the Library and MacKinnon's. Two factors to consider are: allocating adequate space for snow plowing and establishing a walkway

between sites. Carl Hull said that she knows that the MacKinnon's would be willing to discuss these issues. Bill Place will have property lines staked in spring so that we have a better sense of property lines.

f) Town's Salary Schedule: Salaries of all Department Heads are being reviewed by consulting firm. No major change will take place within next year. Bill submitted the request for an upgrade for Adult Services/Reference. He should hear from the Assistant Town Manager soon.

g) Head of Circulation: status report. Things are going well. Jennifer enjoys the job. She has established a good rapport with the staff and public. She has introduced several helpful changes to procedures.

h) Letter from Lee Swanson: the trustees discussed the letter that was included with the minutes. It is a follow-up to the discussion that Lee had with Bill and Anne last month that was reported on at the last trustees meeting. The trustees reviewed again what the Library's role in terms of historical materials and its near future plans for the historical material it owns. The trustees asked Jill and Bill to compose a reply to Lee that would reiterate the Library's role in terms of acquiring historical material. It should be made clear that, given its resources, facilities and staffing, the Library's role does not include acquiring significant amounts of additional historical material. It should state that our emphasis is on working with the materials owned by the Library. The Archives project is the current priority in this endeavor. The letter will thank Lee for taking the time to share with us his thoughts and questions related to Sudbury historical materials – those belonging to the Library and to other agencies and organizations. His explanation of the Sudbury Historical Society's goal regarding Sudbury historical material in 3 dimensional forms was informative and helpful. Since the letter from Lee was sent on Historical Society stationery, the trustees' response to Lee will be sent care of the Society and a copy of it will go to its president.

i) Software for Scheduling Meeting Rooms: Mark Thompson will give several staff members a tutorial on using software for scheduling the rooms and staff coverage.

5. Trustees Report:

a) Priorities for Build for the Future Funds: a solution needs to be found for the run-off water problem in the south corner of the 1895 wing. It is a chronic problem that results in water getting into pump area on the ground floor. He will speak with Titan and Jack Hepting.

b) Landscaping Committee: Tom will speak with Bill about weeding the islands. The issue of the island between the Library and MacKinnon's was taken up under the Director's Report.

c) Hosmer Paintings: the trustees looked at the three paintings and discussed where to hang them. Carol said that two more paintings were being offered to us. The trustees were not sure whether there was adequate or appropriate space for five paintings. It was more likely that the trustees would choose three. It was decided to wait until the paintings were framed before making a decision about location.

6. Old Business:

7. New Business: the election of a chair for FY02 will take place next meeting.

8. Adjournment: 9:30 p.m. (H. Lopater/T. Arnold)

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AGENDA

1. **Call to Order and Minutes** (Feb. 2001)
2. **Goodnow Library Foundation Inc.** Discuss Foundation with Rich Davison.
3. **Friends Report:**
4. **Financial Report:** (Feb. FY01)
5. **Director's Report:**
 - a) **Building Project and Repairs:** new ballasts to be sent and installed – no charge. Small modifications will be made in gutters over the arcade. HVAC repairs to be made soon.
 - b) **FY2002 Budget:** possibility that the Library's top priority for incremental increases will not be funded-additional hours for technical services.
 - c) **Audio/Video Materials:** request to increase spending for DVD's and books-on-CD by using more state aid. Acquire software educational/recreational software for Children's MAC's and for circulation. Will ask Friends for increase in funds as well.
 - d) **Town/Library Website:** Bill and Anne are working with Mark Thompson on the website's design. We have identified the type of features to include.
 - e) **Landscape/Snow Plowing:** need to reassess landscaping on island between library and MacKinnon's. Need to allow adequate space for snow plowing and to establish a walkway between sites. Should invite MacKinnon's. Bill Place will have property lines staked in spring.
 - f) **Town's Salary Schedule:** Salaries of all Department Heads are being reviewed by consulting firm. No major change will take place within next year. Bill submitted request for upgrade for Adult Services/Reference.
 - g) **Head of Circulation:** status report. Things are going well.
 - h) **Letter from Lee Swanson:** enclosed is a letter to the trustees from Lee Swanson. It is a follow-up to the discussion that Lee had with Bill and Anne last month.
 - i) **Software for Scheduling Meeting Rooms:** Mark Thompson will give several staff members a tutorial on using software for scheduling the rooms and staff coverage.
5. **Trustees Report:**
 - a) **Priorities for Build for the Future Funds:**
 - b) **Landscaping Committee:**
 - c) **Hosmer Paintings:** Discussion of where to hang the three paintings that we will have on loan from the Hosmer House.
6. **Old Business:**
7. **New Business**
8. **Adjournment:**