

Goodnow Library  
Board of Trustees  
Tuesday, May 1, 2001  
Goodnow Library, Historical/Trustees Room  
7:30 p.m.

**AGENDA**

- 1. Call to Order and Minutes (March, 2001)**
- 2. Goodnow Library Foundation Inc.:** update from Tom Arnold.
- 3. Financial Report (April FY01):** estimate for the remaining year. Estimate that there will be a surplus in Utilities (\$2,800). It is much less than last year's (\$10,000). We will run a deficit in General Expenses due to over run in Supplies and Advertising (job openings). We will probably make some internal adjustments in the budget to balance it. Ultimately the deficit will be covered by a surplus elsewhere –most likely Utilities. The figures for Library Materials do not include the latest bills that amount to about \$5,000. We should be fine in this area. I don't anticipate a problem with Salaries. Bottom line - the budget will balance.
- 4. Friends Report:** the Friends support increasing funding for audio-visual materials. Bill and other staff will meet with several Friends officers to discuss acquiring more volunteers. The Friends were pleased to hear that the Library would have landscaping work done this spring. Jennifer Pickett attended the Friends meeting and got to know the officers better.
- 5. Director's Report:**
  - a) **Adult Services/Reference Position:** position was upgraded.
  - b) **Personnel news:** will update the trustees on several matters.
  - c) **Library Materials budget for FY02:** recommend that we allocate additional trust and state aid funds for library materials in FY02 - \$2,500 more from both funding 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 and Town, 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.
  - d) **Light Fixtures:** light fixtures should be fixed 4/30/01.
  - e) **Building:** carpet repair made. Working on solution to the linoleum problem. Termite treatment is producing results. Gutters to be fixed soon. Will look at water/conduit problem and at replacing lights in high ceiling above the New Books area. Will replace bike rack. Need to investigate water run-off by 1895 wing.
  - f) **Circulation Loan Period:** reviewing with the dept. heads the possibility of changing the loan period for books – 2 weeks to 3 weeks. The loan period for new books and for videos would remain 2 weeks and 1 week respectively. Why? A number of people ask for longer loan periods and there are a high number of telephone renewals. This move should reduce both demands – and free up staff time. It should have an impact on the number of overdue notices that are generated as well. More than 50 percent of MLN libraries have 3-

week loan periods. The number of renewals would be reduced from 2 to 1 so that the maximum length of time that a book could be kept out would not change – 6 weeks. Will bring up again in June.

- g) **Kayak:** getting advice from staff of Mystic Seaport. They are interested in sending staff to Sudbury to see, measure and photograph the kayak. They would look at where we hope to display the kayak and give us their opinion. With our permission, they would make construction drawings of it. We would get a set. They would have sets as well. They would like to have permission to sell copies to anyone wishing to construct a replica. They have 10,000 sets of drawings of historical sea craft and get very few requests for copies.
- h) **Public PC's:** Mark is adding more security to reduce amount of things that a user can change.
- i) **Goodnow Library's Archival Materials:** letter sent to Lee Swanson.
- j) **Policies:** looking at policy on cell phones and piano. Experimenting with keeping one door closed in Children's Room.

#### **6. Trustees Report:**

- a) **Build for the Future Campaign:** bike rack and other expenses. Shades or shutters for Historical/Trustees Room.
- b) **Plaques**
- c) **Hosmer Paintings:** location.
- d) **Landscape:** Tom contacted landscaper. Friends will purchase dogwood in honor of Carolyn. Want to know where to plant it.
- e) **Election of Chair:**

#### **7. Old Business:**

#### **8. New Business:**

#### **9. Adjournment**