

Minutes

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

Present: Hans Lopater, Jill Browne (chair), Lily Gordon, Phyllis Cullinane and Tom Arnold.

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

2. Election of Chair: Lily Gordon nominated Jill Browne for a second term.
Unanimous.

3. Goodnow Library Foundation Inc.: Tom Arnold distributed a draft of a document describing the purpose of the foundation and outlining possible pledge options. He asked for feedback. Tom will be meeting next week with several trustees from Wayland to discuss how they have handled the Wayland Library Foundation. Bill will ask Wellesley and Concord for information.

4. 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 – service contracts and contracted services. 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.

Based on the cost of utilities for FY01, it is likely that the estimate given for FY02 will be less than needed. The FY02 budget was submitted in November and based on last year's experience and preliminary estimates of increases from our utility vendors. Hans suggested that we ask the Town to carry forward any surplus in utilities. Bill thinks that the proposal would be supported since the latter part of June's cost will be in the FY02 July bill. Once he has a better sense of the budget, he will make the request.

5. Friends Report: the Friends' book sale generated \$11,000. The Friends support increasing funding for audio-visual materials for FY01 and Fy02. 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.

6. Director's Report:

- a) **Adult Services/Reference Position:** position was upgraded.
- b) **Personnel news:** Bill reminded the trustees that Lorraine Knapp would be retiring at the end of July. Bill discussed several coverage issues.
- 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 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.

The trustees asked for more information/documentation. They asked for specific information as to the library material needs that are not being met - what types of books are not available now and would be with the increases.

- d) **Light Fixtures:** most of the ballasts for the pendant lights have been replaced. This seems to have resolved the problem.
- 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:** Bill is 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:** Bill is getting advice from the staff of Mystic Seaport about displaying the kayak. 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.

The trustees agreed to have the people from Mystic seaport come, photograph the kayak, produce drawings and keep sets for themselves and sell. The discussion turned to options for displaying the kayak. At first blush the Historical Gallery area offers several options. The trustees do not want to have any physical work done to the 1895 brick wall or to create a visual barrier to the paintings displayed in the ramp area. The costs related to setting up a permanent display need to be determined. Bill will check with the Mystic people.

- 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:** on behalf of the trustees, Jill sent a letter to Lee Swanson and the Sudbury Historical Society.
- j) **Policies:** looking at a policy on cell phone use in the library – many libraries restrict use to specific locations. Bill and Lily will draft a policy on the use of

the Library's piano. Bill has complied policies of other libraries. The Children's staff is experimenting with keeping one door closed in Children's Room. The intent is to discourage children from running away from parents. It has not been a significant problem. There have been only a few suggestions for it. The staff is hoping to avoid closing both doors. With both doors closed, parents with more than one child or with strollers will have difficulty entering the room. Children might catch fingers in the doors.

7. Trustees Report:

a) Build for the Future Campaign: some items that will be funded from the Build for the Future campaign include a new bike rack. The trustees discussed putting shades or shutters in the Historical/Trustees Room. The direct light coming through the south side windows is detrimental to the books and other material housed in the room. Carol Hull and Jill expressed some interest in looking into this proposal.

b) Plaques: the new and modified plaques will be installed next week.

c) Hosmer Paintings: the possible locations will be taken up at the next meeting.

d) Landscape: Tom contacted the landscaper for a proposal. The Friends will purchase a dogwood in honor of Carolyn and want to know where to plant it.

8. Old Business: none.

9. New Business: none

10. Adjournment: the meeting adjourned at 9: 25. (P. Cullinane/L. Gordon)