

Goodnow Library
Board of Trustees
Tuesday, Nov. 6, 2001
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes (Oct., 2001)**
- 2. Financial Report (Oct FY02):** nothing unusual to report so far, as expected utility costs have gone up over last year.
- 3. Friends Report:** nothing to report.
- 4. Director's Report:**
 - a) **Library FY03:** will submit budget as discussed:
 - inflationary and contractual increases in utilities, supplies, contract services, salary steps and library materials. These **Level Effort** increases amount to \$22,730 – 3.2% over FY02.
 - additional staffing is our highest priority as an incremental increase - 31 staff hours for adult and children's circulation desk coverage and 4 hours for pages. This comes to \$24,100. Other requests include: landscaping \$1,600, adding six more Sundays \$1,700, and increasing the library materials budget by \$3,600 to maintain the state required percentage. The Incremental Increases total \$31,000. Together the increases represent a 7.7 percent increase.

I've submitted a capital request budget that calls for replacing dumb terminals with PC's. MLN will be moving to a new automated system next year. Our vendor will no longer support the library systems we've had for the last 8 years. The new system is Web/Windows based and only supports PC's – the current industry standard. We will need to replace 15 terminals with PC's in FY03 and early FY04, and will probably need to add two more PC's due to public demand in FY04. I requested 7 PC's from the Town in FY03. This request may go into the operating budget instead of the capital budget. My concern about it going into the operating budget request as an Incremental Increase is that it is not really an operating expense.

 - I will include a budget narrative that will detail the dramatic increase in library use since we opened in the new building.
 - b) **Landscaping:** based on decisions at last trustees meeting Carol Hull directed the landscaper to carry out as much work as possible before winter.
 - c) **Archival Database:** the conversion of the database, Website design, search and report screens and scanning are finished. We are integrating all of the components on the Town's server. We will be fine tuning things and planning for demonstrations etc.
 - d) **Publicity in Newspaper:** I'll work with staff to get material in the paper on bi-weekly basis.
 - e) **Staff Openings:** two P-T Library Clerks left. We have re-allocated the hours to create three positions. This offers us more scheduling flexibility.

f) Gutter Work: Additional gutter work to north side should take place soon – possibly the week of November 5. Still need to make headway with several other repair issues.

g) 3 Week Loan Period for All Other Materials (excluding best sellers and magazines): will be introduced in November 3. In answer to a question asked at the last meeting, overdue notices are sent via e-mail.

h) Bike Rack(s): two racks on order.

i) Kayak: Need to review options for locations and contact Mystic Seaport.

j) Web site: Anne is putting together aspects of our site. Welcome ideas.

5. Trustees Report: shutters update.

6. Old Business:

7. New Business: opinion on two policy related requests.

8. Adjournment