

Minutes

Goodnow Library

Board of Trustees

Tuesday, Nov. 6, 2001

Goodnow Library, Historical/Trustees Room

7:30 p.m.

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

1. Call to Order and Minutes: the meeting was called to order at 7:30 p.m. The October minutes were approved. (C. Hull/L. Gordon)

2. Financial Report (Oct FY02): nothing unusual to report so far, as expected utility costs have gone up over last year. Bill expects two significant repair bills, one for the heating system pumps and one for the elevator. The trustees reaffirmed their commitment to using the fees for the meeting rooms to pay for carpet replacement and other expenses related to the rooms.

3. Friends Report: Lily reported that the Library's first piano concert was a tremendous success. Those in attendance were also enthusiastic about the sculpture.

4. Director's Report:

a) **Library FY03:** the trustees reviewed the final draft FY03 budget proposal. Bill pointed out the significant cost increases:

- inflationary and contractual increases in utilities, supplies, contract services, salaries (steps and COLA) and library materials. These **Level Effort** increases amount to \$39,400 – 5.3% over FY02.
- additional staffing is the Library's 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 \$25,200. 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 \$32,000. Together the increases represent a 9.8 percent increase.

The trustees also reviewed the narrative for the budget. Based on several comments, Bill will revise the tone of the narrative.

Bill also 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. Bill requested 7 PC's from the Town in FY03. This request may go into the operating budget instead of the capital budget. Bill is concerned about it going into the

operating budget proposal as an Incremental Increase even though it is not really an operating expense. There is also the possibility that the Library and Town can come up with a different scheme for acquiring the PC's.

b) Landscaping: based on decisions at last trustees meeting Carol Hull directed the landscaper to carry out as much work as possible before winter. The work has begun.

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 became vacant within the last month. We have re-allocated the hours to create three positions. This offers us more scheduling flexibility. The positions should be filled within 4-6 weeks.

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 two other repair issues: repairing the conduit coming into the electrical room from the north side exterior lights, and remedying the way in which water runs off the 1895 wing on the south side. He will ask the gutter repair worker to evaluate the latter problem.

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 soon.

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 will be installed soon.

6. Old Business:

7. New Business: Bill asked the trustees to give their opinions on two policy related requests related to the use of the Meeting Room. In both instances, the trustees felt that the program requests could be handled best as Friends programs.

Bill was asked by the Exhibit Committee to add 2-3 more light fixtures to the Historical ramp area.

Adjournment: the meeting was adjourned at 8:45 p.m. (H. Lopater/P. Cullinane)