

Goodnow Library
Board of Trustees
Tuesday, Oct. 2, 2001
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes (Sept., 2001)**
- 2. Financial Report (July-Sept FY02):** nothing unusual to report so far, as expected utility costs have gone up over last year.
- 3. Friends Report:** the Friends re-scheduled their Sept. 11 meeting to Sept. 24 and Bill was unable to attend. The Friends will be donating funds for books in honor of those Sudbury residents who died in the terrorist attacks and in honor of police and firemen.
- 4. Director's Report:**
 - a) Library Trust Fund Budget for FY02:** the Trustees of Town Donations approved the request.
 - b) Landscaping island along Mackinnon's:** Carol Hull set up a meeting with a landscaper who will present a comprehensive plan for landscaping – plan and estimate.
 - c) Archival Database:** the conversion of the database, Website design, search and report screens and scanning are completed or just a few days from completion. We will be fine tuning things and planning for demonstrations etc.
 - d) FY03:** have put together a preliminary budget that reflects inflation increases in utilities, supplies, contract services, salary steps and library materials. The Level Effort Budget (inflation and step increases only) increasing the FY02 budget by \$21,300 – 3%. The Incremental Increasing Budget adds another \$25,500 for 31 hours of additional staff and 6 more Sundays. Together with the Level Effort increase the total budget increase would be \$46,820 or 6.5%. See draft. I've submitted a capital request budget that identifies requests funds for replacing dumb terminals with PC's. MLN will be moving to an automated system next year that requires this change.
 - f) Gutter Work and Light Fixtures:** Additional gutter work to north side should take place soon. Jack Braim of the Highway Dept. changed the lights over the New Books area. 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.
 - h) Bike Rack(s):** will discuss options – one or two racks.
 - i) Kayak:** its back where it belongs. Need to review options for locations and contact Mystic Seaport.
- 5. Trustees Report:** shutters and Dunkin Donuts.
- 6. Old Business:**
- 7. New Business:** town-wide reading.
- 8. Adjournment**