

Minutes

Goodnow Library

Board of Trustees

Tuesday, Oct. 2, 2001

Goodnow Library, Historical/Trustees Room

7:30 p.m.

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

1. Call to Order and Minutes: the meeting was called to order at 7:35 p.m. The Sept. meeting minutes were approved. (C. Hull/P. Cullinane)

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. Plans are almost complete for the November 4 piano recital.

4. Director's Report:

a) Library Trust Fund Budget for FY02: the Trustees of Town Donations approved the request.

b) Landscaping: Carol Hull distributed plans and a cost estimate from a landscaper who met with Carol and Bill at the Library and toured the grounds. In addition to weeding, the landscaper's plan includes several options for modifying the existing arrangement and for adding water spigots. The recommendations can be implemented in stages. The trustees asked that as much of the landscaper carry out as much of the weeding as possible before winter. The other recommendations will be considered later, as will the options for payment for the weeding and other activities.

c) Archival Database: the conversion of the database, Website design, search and report screens and scanning are completed. Integrating the components has begun. We will be fine tuning things and planning for demonstrations etc soon.

d) FY03: Bill distributed 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 approximately \$22,500 – 3.2%. The Incremental Increasing Budget adds another \$28,00 for 35 hours of additional staff and 6 more Sundays. Together with the Level Effort increase the total budget increase would be approximately \$50,000 or 6.9%. Bill 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. Fifteen terminals will be replaced. His request would cover 7 PC's in FY03. Several others would be purchased with Build for the Future and other funds.

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. There are still other repair issues to address.

g) 3 Week Loan Period for All Other Materials (excluding best sellers and magazines): will be introduced in November. The trustees asked if the MLN system send overdue notices via e-mail. Bill didn't know. He will report back on it.

h) Bike Rack(s): Bill presented two options – one or two racks. He recommended two smaller as opposed to one large rack. The trustees concurred.

i) Kayak: with help from Lee Swanson, Bill brought the kayak back to the Library. Now that we have it here, we will be better able to assess the viability of the locations under consideration for its permanent display.

5. Trustees Report: Carol reported that the shutters would be ready in 6-to-8 weeks. Jill reported that the Selectmen would not be getting back to us about a discussion of a park along the Library/Dunkin Donuts property line for a while due to other priorities.

6. Old Business:

7. New Business: Bill discussed an idea for a town-wide reading program. The trustees supported it. Jill asked that an effort be made to have library publicity in the Crier on a regular basis. Bill agreed.

8. Adjournment: the meeting adjourned at 8:55 p.m.