

Goodnow Library
Board of Trustees
Tuesday, Sept. 4, 2001
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes (June, 2001)**
- 2. Financial Report (July-August FY02):** will be distributed Tuesday evening.
- 3. Friends Report:** the Friends approved additional funding for A/V for FY02. They also approved funding for educational/recreational software for the Children's iMac's, for foreign language tapes/cd's and for a video/DVD television unit. The Friends Fourth of July paperback book sale was a success.
- 4. Director's Report:**
 - a) Library Trust Fund Budget for FY02:** the Trustees of Town Donations meet later this month and asked that all FY02 budgets be submitted by September 7. The Library trustees had agreed to spend the same total of Goodnow Trust income as last year - \$15,000, but to allocate more to library materials. The proposed budget is included with the agenda.
 - b) Landscaping island along Mackinnon's:** the work was completed over the summer. Bill Place said that the asphalt paths will be added in the fall – all asphaltting is done at that time. I am close to selecting a bike rack for the area.
 - c) Archival Database:** the project will be completed in September. A few expenses will be paid for out of state aid.
 - d) Meeting Room Policy:** Jennifer feels that the price for the Room should be adjusted to reflect small groups (under 40) that meet for two hours or less. She believes that reducing the fee from \$25 to \$15 for this level of use is reasonable and would be better received by groups falling into this category. Since she deals with the requests and reactions every day, I defer to her.

I think we might want to consider another option as well regarding volunteer organizations serving Sudbury, for example, Girl Scout leaders. I will present it at the upcoming meeting for us to consider over time.

- f) Gutter Work and Light Fixtures:** Additional gutter work to north side should take place soon. With help of the Highway Dept. the lights over the New Books area will be replaced as well. Still need to make headway with several other repair issues.
- g) 2 Week Loan Period for Videos/DVD's:** initiated and so far working well.
- h) 3 Week Loan Period for All Other Materials (excluding best sellers and magazines):** this was mentioned at the May and June meetings as something the department heads and I were considering. We have decided that it would be a beneficial change. It would provide more time for users and save time for the staff. As I mentioned in June, a sample we did of circulation transactions showed that almost a third involve renewals. A number of users ask for longer loans routinely and are granted them, except for high demand items. The additional week will give users more time to use materials and reduce staff time spent on the telephone doing renewals. Many of the libraries in our area have 3-week periods – 21 of 34 of MLN's public libraries. It will also have some impact on the number of fine notices that need to be checked and mailed. The 2-week loan period will still apply to all new books and best sellers. With a 3-week loan period

renewals will be limited to one instead of two, although the total number of weeks for renewals will remain the same – 6. We do not need to change our books etc. physically. A global change can be made to the MLN database. It can be reversed easily.

While at Swampscott, we initiated this change and it was well received.

Jennifer says that Watertown had a similar experience. I recommend that we give it a trial run in Sudbury.

i) FY03: if the deadline is the same as last year, the budget will be due the first week of November. As we reported to the Selectmen, our highest priority is additional staffing for the Circulation and Children's services desks - a minimum of 16 to 20 hours. Some of our prior requests should be considered for example, additional Sundays and landscaping. An increase in the Library Materials budget, above inflation, should be considered as well. The cost of utilities will need to be addressed as well.

j) Request about Using Ramp for Exhibits. To be discussed.

k) Staff Meeting/Training Time: a number of libraries set aside a day or two a year as staff meeting/training times. The library is closed and staff members meet to discuss policies and procedures etc and or bring in someone for training. Given the large number of part-timers we have, I think it would be beneficial to have 2 half days a year when all staff could meet to discuss library services and operations and or receive group training. We have attempted other methods with very limited success.

5. Trustees Report:

a) Hosmer Paintings: evaluate locations

b) Fence/Gate on Dunkin Donut Property Line: Selectmen expressed an interest in discussing the factors that should be considered regarding connecting the two properties via a gate. Therefore, the trustees need to take up consideration of the concept again.

c) Kayak: will probably need to rent a truck to bring the kayak back.

6. Old Business:

7. New Business:

8. Adjournment