

Minutes

Goodnow Library

Board of Trustees

Tuesday, Sept 4 2001

Goodnow Library, Historical/Trustees Room

7:30 p.m.

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

1. Call to Order and Minutes: the meeting was called to order at 7:40 p.m. The June meeting minutes were approved. (L. Gordon/H. Lopater)

2. Financial Report: the Financial Report was not available. Bill said that the budget is doing well.

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: Bill reported that the Trustees of Town Donations would meet later this month. Goodnow's FY02 trust fund budget needs to be submitted by September 7. At the June meeting 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 and less to capital items. The proposed budget reflects these decisions. The trustees agreed to send the proposal as presented.

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. Bill is 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 Picket asked that the trustees consider adjusting the fee structure for the Meeting Room to reflect use by small groups, especially those that meet for two hours or less. She believes that reducing the fee from \$25 to \$15 for groups under 20 that meet for 2 hours or less is reasonable and would be better received by groups falling into this category. Since she deals with the requests and reactions every day, Bill defers to her suggestion. He did ask the trustees to consider another option as well regarding volunteer organizations serving Sudbury, for example, Girl Scout leaders. His thought is to try to add a clear and consistent section to the policy that would reduce costs for non-religious and non-political affiliated volunteer groups that are formally established as community service organizations serving Sudbury – the reduction would only impact administrative meetings. Bill said that he was still working on this concept and asked the trustees to think about it as well. The last thing he wants to do is introduce a policy that will be confusing to staff and users and hard to apply consistently.

The trustees discussed Jennifer's request at length and decided to reduce the fee from \$25 to \$15 for group meetings (of 4 hours or less) that involve fewer than 20 people. More than 4 hours would be \$40. These groups should be offered the Small Conference Room as a first option. The fee structure for group meeting involving between 20 –40 people and more than 40 people would remain as is - \$25 and \$50 respectively for 4 hours or less and double the amount for more than 4 hours. The trustees asked that we monitor use by smaller and larger groups and volunteer groups. It would be helpful to have a chart showing the fees of other meeting places.

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. We still need to make headway with several other repair issues.

g) 2 Week Loan Period for Videos/DVD's: the change has taken place and, so far, it is 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 Bill were considering. They 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 taken 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 will reduce staff time spent on the telephone doing renewals. Many of the libraries in our area have 3-week periods (Framingham, Acton, Concord, Lincoln and Weston). In MLN 21 of 34 public libraries have 3-week circulations. 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, so that the total number of weeks allowed for a borrower 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. Since users will have less need to renew items, it is possible that circulation figures might drop a little, or it might stay the same or grow because people will be more inclined to take out more.

Bill mentioned that while he worked at Swampscott, they initiated this change and it was well received. Jennifer said that Watertown had a similar experience.

The trustees approved the change.

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, the Library's highest priority is additional staffing for the Circulation and Children's services desks - a minimum of 20 hours. Bill outlined other prior requests that should be considered as well - additional Sunday openings, landscape maintenance and an increase in the Library Materials budget, above inflation. The proposal should reflect the rising cost of utilities. The trustees agreed with this outline and asked that Bill be careful not to under estimate the staffing needs.

j) Request about Using Ramp for Exhibits. The original policy regarding exhibit spaces defined the primary function of the Ramp area for displaying the Library's historical works and those items on loan from the Hosmer house. Several times a year, exhibitions of historical materials by other groups would be allowed. A Ramp Area Exhibit Committee would be formed, separate from the Exhibition Committee, to manage

these exhibitions. The trustees agreed to revise the policy so that the regular Exhibition Committee is responsible for exhibits in the historical area as well. The details are to be worked out by the Committee and presented to the trustees.

k) Staff Meeting/Training Time: a number of libraries set aside a day or two a year as staff meeting/training times. At these times, the library is closed and staff members meet to discuss policies, procedures etc or to receive training. Given the large number of part-timers we have, Bill thinks 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.

Trying to meet after hours or before the Library opens has met with very limited success. Bill said that the staff would pick times that tend to be slow – Fridays around holidays.

He would report to the trustees before scheduling the times. The trustees approved the request. They asked that care be given to giving the public ample advanced notice

5. Trustees Report:

a) Hosmer Paintings: the trustees decided that the current locations for the paintings were appropriate. The Exhibit Committee will be responsible for the plaque. Bill will give them vendor information.

b) Fence/Gate on Dunkin Donut Property Line: the Selectmen expressed an interest in discussing the factors that should be considered regarding connecting the two properties via a gate by the asphalt path leading from Dunkin Donut's parking lot to the Library's property line. The trustees had some preliminary discussions about this proposal last May and June. However, the information given on the proposal was very sketchy. In taking up the idea again, the trustee felt that it would be most beneficial to have specific information: a specific plan (including a design) that has been evaluated and approved by Conservation and a description of the funding involved. Hans Lopater put this request forward as a motion- approved C. Hull/L. Gordon. Safety and convenience to library users are the two most significant considerations for the trustees. The trustees are concerned that Dunkin Donut customers will use the Library's parking lot for parking. The entrance/exit gate to Dunkin Donuts is located by the parking spaces closest to the Library- those most desired by library users, particularly older users and parents with young children. These users visit the library during morning hours. The Library's driveway is relatively narrow. Will this arrangement increase traffic significantly?

c) Kayak: Bill will probably need to rent a truck to bring the kayak back from Town Hall. The trustees approved this suggestion.

6. Old Business: Carol Hull presented several options for window treatments for the South wall windows in the Local History/Trustees Room. The trustees decided on stained shutters. (H. Lopater/ J. Browne) The shutters will be purchased from Barrows and installed by them.

7. New Business: Bill informed the trustees that the new Part-time Reference Librarian had been hired, Tim Hilton. Tim is a Simmons MLIS student and had worked in Wakefield's public library. The Assistant Town Manager and the Town Accountant have worked out a way in which the Library can hire substitute library clerk's to fill-in when needed. This will be a big help.

8. Adjournment: adjourned at 9:40 (P. Cullinane/H. Lopater)