

Goodnow Library
Board of Trustees
Tuesday, Dec. 3, 2002
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (Oct., 2002)

2. Chair's Report:

a) **FY04:** Hans spoke with Fin Com member about prospects for FY04.

3. **Financial Report (Oct. FY03):** Nothing unusual to report. We have spent \$4,200 more in Utilities this year over last for the same period of time. However, the most expensive months are behind us and we have a larger Utility budget for FY03. We have \$38,600 remaining in the budget - \$2000 more than last year.

4. **Friends Report:** Bill attended the meeting. There was a discussion of how to best handle the constant flow of book sale donations. The Friends are considering the purchase of some equipment for the Library. Bill will order some wooden chairs for the Friends Room.

5. Director's Report:

Library Budget for FY04: after incorporating trustee suggestions for the narrative, the FY04 was submitted. Hans and Bill met with the Town Manager and Financial Director to review the budget. As expected the news from them was bleak. Due to cuts in state aid, a decrease in local revenue and increases in health benefits the Town is looking at a significant shortfall for FY04 even with the Zero Growth budget. They need to evaluate the department budgets and other budget factors before they can give us more specific information and budget guidelines.

- a) **24/7 Reference:** the six participating libraries had their first meeting November 27. Formal training will be on Dec. 20. It may begin by February. I have spoken with Derry Tanner.
- b) **HVAC:** still waiting for crane etc for replacing compressor.
- c) **Dawn Redwoods:** Mike Coutou has not looked at the trees yet. I spoke with Debbie Dineen. She said that she would speak to landscapers about taking them.
- d) **Trust Fund Report:** the first quarter report for FY03 will be distributed at the meeting.
- e) **P-T Reference:** the person recently hired for the 9 hours a week position has resigned to take a full-time job. This is the third turnover in 12 months. Instead of re-advertising the position we offered the position to Randy LeSage a long-time circulation desk employee. Randy accepted. Randy has had public library reference experience in Maynard. He substitutes for Anne Reilly during her Saturday lunch hour. He will switch hours from circulation to reference. Other employees will take his circulation desk hours.
- f) **Frame for Historical Map:** at the last meeting the trustees had several questions regarding options for protecting the large historical map in the Historical Gallery area. Bill left a message for Tom Jewell director of the Waltham Public about Waltham's map.

g) Annual Report: the annual report is due in January. Bill will send a draft out in December.

6. Trustees Report:

a) Hosmer Painting: at the last meeting the trustees decided to ask the Art Exhibit Committee to make a recommendation about acquiring a fourth Hosmer painting. There was some concern about allocating more space in the Historical Gallery area to another large Hosmer painting. However before the Committee could meet to discuss the issue, Aragon delivered the painting to the Library. Bill told them that a decision had not been made about accepting the painting. Aragon said that they were told that the Library was accepting it and that it was going on the wall along the stairs leading to the Octagon. For now it resides in small room next to Friends Room.

7. Old Business:

8. New Business:

9. Adjournment