

## Minutes

Goodnow Library

Board of Trustees

Tuesday, Dec. 3, 2002

Goodnow Library, Historical/Trustees Room

7:30 p.m.

**Present:** Bob Iuliano, Hans Lopater, Jill Browne, Phyllis Cullinane, Lily Gordon and Bill Talentino.

**1. Call to Order and Minutes (Nov., 2002):** The minutes of the November meeting were approved. (L. Gordon/B. Iuliano).

**2. Chair's Report:**

**a) FY04:** Hans spoke about the prospects for FY04. Although the Fin Com and Selectmen have had only preliminary budget discussions, there is a sense that an override proposal will be presented to the Town. It would be to benefit all Town operations. The challenge is to choose a reasonable amount.

**3. Financial Report (Oct. FY03):** there was nothing unusual to report. The Library has 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 the Utility budget for FY03 is larger than last year's. We have \$38,600 remaining in the budget - \$2000 more than last year for the same time period.

**4. Friends Report:** Bill attended the meeting. There was a discussion of how to best handle the constant flow of book sale donations. The donations take up considerable space in the Circulation Office. It is difficult for staff and Friends to keep up with sorting and storing the items. The Friends are considering the purchase of some equipment for the Library. Bill will order six wooden chairs for the Friends Room – the same chairs used in the Library. The Friends are using their funds to pay for them.

**5. Director's Report:**

**a) 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.

**b) 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. Bill spoke with Derry Tanner about applying for a Foundation grant for the first year costs – the one time membership fee and annual charge. He will submit a grant in January. The foundation will decide in March.

**c) HVAC:** the service company will schedule the use of a crane etc for replacing compressor. It may take a while to set this up due to the weather. Bill is certain that our warranty for the equipment won't be jeopardized by waiting. He will check on this.

**d) Dawn Redwoods:** Mike Coutou has not looked at the trees yet. Bill spoke with Debbie Dineen. She said that she would speak to landscapers about taking them. Hans

suggested that the trustees meet with the Conservation Board and ask if it is possible to leave things as they are. Bill will ask Debbie.

**e) Trust Fund Report:** the trustees received the first quarter report for FY03.

**f) 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 Bill 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.

**g) 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. Phyllis Cullinane will visit Waltham to see how they protected and displayed their map.

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

#### **6.Trustees Report:**

**a) Fourth Hosmer Painting:** Bill summarized the history of the fourth painting. At the last meeting the trustees decided to ask the Art Exhibit Committee to make a recommendation about the request the trustees received to accept 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.

The trustees were not comfortable with accepting the painting until they had spoken with the Committee and given careful consideration to where it would be displayed and its impact on exhibit space.

**7. Old Business:** none

**8. New Business:** Lily said that she would check with someone in Sudbury who might be able to advise the trustees on how to assess the Library's art collection.

**9. Adjournment:** the meeting adjourned at 8:40 p.m. (P. Cullinane/B. Iuliano).