

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

AGENDA

Please be at the library at 7:30. We have several people who will attend to share their thoughts on the piano policy. I said that I would put them at the top of the agenda – after Call to Order. I thought it was the best strategy in terms of handling all agenda items. I asked Tom to drop by at 8p.m.

- 1. Call to Order and Minutes (March):** Tom Arnold plans to attend to say good-bye.
- 2. Financial Report (April FY02):** nothing new to report. We will run a deficit in building repairs and supplies. It should be offset by funds for utilities.
- 3. Friends Report:** Decide on Friends proposal to have the Sudbury Quilters make a quilt related to 9/11. The trustees had expressed an interest in the proposal and wanted details. Proposal calls for a quilt that is based on the original American Flag- 13 colonies (4' x 3'). Bill will bring illustration to the meeting. Need to determine location as well. The Friends' book/bake sale was a great success.
- 4. Director's Report:**
 - a) Piano Policy:** revisit the recently approved policy. Several Sudbury residents with an interest in this policy will attend to share ideas.
 - b) Library FY03:** the override budget passed. In the override budget, Goodnow's total budget is slightly less than the Town Manager's original recommendation for FY03 and includes the \$12,100 for PC's. Town Manager has warned that FY04 will be a challenge.
 - c) State Aid etc.:** unless changes occur, the Senate's FY03 budget includes major cuts in library state aid and state support of networks.
 - d) Archival Database:** the database is up and running and we are listed on a renowned web site.
 - e) Bulletin Board Policy:** will bring policies of other libraries. Bill recommending keeping basic policy as is for existing bulletin board per se and establishing a loose-leaf binder for other notices. Reference staff will check it periodically.
 - f) Use of Original Octagon to film an educational video:** we have been approached by a performer and a video documentary company about using the area to video tape the performer's one man play on Walt Whitman. Will provide details at meeting.

g) Building:

1. Ballast work underway
2. Elevator repaired
3. Front door handles being replaced
4. HVAC pump being repaired- under warranty
5. Kayak installation not addressed as yet
6. Mat with Library logo for Lobby area – to be considered.

h) E-mail: reminder that e-mail among trustees and staff related to library issues is considered public record – kept for 3 years and available to public.

i) Staff Training: hope to set up before end of June.

j) Tim Hilton (P-T Reference Lib'n): Tim is leaving for a full-time job.

k) Sudbury Book Club: the town wide reading program is underway. Mark Thompson has been extremely helpful.

l) Public Library Association Convention: will share some ideas gained from it.

m) Copier: our lease purchase agreement on staff copier expires in March. We have option of continuing with the lease purchase of \$80 per month (\$60 for lease and \$20 for basic service charge), or pay market value \$1150 and only \$20 per month for basic service. I recommend keeping lease purchase for at least another year. Next year the contract for the other two machines will expire as well and we may want to look at the entire issue.

5. Trustees Report:

a) Landscaping Plans: Carol Hull will detail progress and plans. Bill will present options for bike racks.

b) Trust Fund Report: the Trustees of Town Donations have completed the 1st and 2nd quarter reports for FY02. Will be distributed at the meeting

6. Old Business:

7. New Business: election of chairperson.

8. Adjournment