

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

## **Minutes: May 2002**

Several people attended the meeting to share their thoughts on Goodnow's piano policy. The order of the agenda was changed so that this discussion (**Director's Report: a Piano Policy**) could take place immediately after Call to Order. The same strategy was used for meeting with former trustee Tom Arnold – to say good-bye and to discuss the Goodnow Library Foundation.

### **1. Call to Order and Minutes (March):**

**2. Financial Report (April FY02):** the status of the budget has not changed since last month. The Library will run a deficit in building repairs and supplies. It should be offset by funds for utilities.

**3. Friends Report:** The Friends presented a proposal to have the Sudbury Quilters make a quilt related to 9/11 that would be displayed in the Library. The proposal calls for a quilt that is based on the original American Flag- 13 colonies (4'x 3'). Bill distributed illustration. The trustees considered the proposal in terms of an overall policy for accepting ownership of art and other material for display in the Library. There is limited room for what we already own, so that some material is being rotated for display. The trustees decided that it would be best to propose that the quilt be placed in a frame, with a plaque on it that recognizes it as a gift from the Friends honoring the American Spirit. As a framed work, it could be displayed at the Library, although it might not always be displayed while in the Library, and displayed at other times in other Town locations, e.g., schools and Town Hall. Lily will discuss it with the Friends. The Friends' book/bake sale was a great success.

### **4. Director's Report:**

- a) **Piano Policy:** Patrick Kinney and, -----, Sudbury residents, shared ideas that they and other residents had for adapting the meeting Room policy to incorporate use of the Room and grand piano by music instructors and their students for recitals. They also distributed a petition with 65 names supporting this idea. The discussion lasted about 45 minutes. Mr. Kinney and Ms.----- presented several strong arguments for adapting the policy. The trustees thanked them and agreed to look at options for expanding the policy to include such activity. The trustees said that they would work on this matter between now and the next meeting. After the guests left, the trustees continued to discuss the matter and the consensus was to try to find a way to respond to this need. Lily Gordon volunteered to review this proposal in light of our policy and to review the policies of other libraries again. She will bring suggestions for addressing the policy to the next meeting. Bill said he would pass on to Lily any information he had.

**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 a running and we are listed on a renowned web site.

**e) Bulletin Board Policy:** Bill discussed the existing policy and those of other libraries. Bill recommended keeping the existing basic policy for the existing bulletin board and establishing a loose-leaf binder for other types of notices – announcements by for profits related to educational, cultural, recreational activities. The Reference staff would check on it periodically. The trustees agreed that more bulletin space should be created and that it should be used for these types of notices. The trustees preferred a freestanding unit(s) with an area for pamphlets as well as notices. Jill and Bill will look into it.

**f) Use of Original Octagon to film an educational video:** Bill reported that a performer and a video documentary company approached him about using the area to videotape the performer's one-man play on Walt Whitman. This was a for-profit venture. It would involve using the Library over a weekend. The trustees decided against this venture. There were concerns about the logistics and the precedent.

**g) Building:** Bill gave an update on several building related activities:

1. Ballast work for the pendant lights is 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:** the trustees were reminder that e-mail among trustees and staff related to library issues/policies is considered public record – kept for 3 years and available to public.

**i) Staff Training:** Bill hopes to set up before end of June.

**j) Tim Hilton (P-T Reference Lib'n):** Tim is leaving for a full-time job. Bill and Anne will begin seeking a replacement ASAP.

**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 said that Cathy Rooney has been weeding and did coordinate the transfer of two trees. Kathy will move the rose bushes that are in the area where Janice Rudolph's statue will be placed. Kathy will get an estimate for running pipe under the driveway to bring water to 4 locations. Bill reported that a mistake was made in the overall landscape design from three years ago. The trees placed along the far end of the parking lot are not native species. They must be taken out in order to comply with the Conservation Committee's compliance agreement. The trustees agreed that the Library had a responsibility to comply as agreed. There were questions about what could be done with the trees. Bill said he was told that they could not be replanted at a different location on the Library site or at a different municipal site. The trustees asked him to check on how much flexibility the trustees might have – would it be at all possible to keep them on site.
- b) **Bike Racks:** Bill proposed that one of the new bike racks go in the area near the second drop off space by the ramp. The trustees agreed. He will hold off putting the second rack in place, behind the bench opposite the entrance until it is determined that a second rack is a necessity.
- c) **Trust Fund Report:** the Trustees of Town Donations completed the 1st and 2<sup>nd</sup> quarter reports for FY02. They were reviewed at the meeting.

**6. Old Business:**

**7. New Business:** Lily Gordon nominated Hans Lopater, seconded by Phyllis Cullinane and approved unanimously.

**8. Adjournment:** Adjourned at 10:10 (L. Gordon/C. Hull)