

Goodnow Library
Board of Trustees
Tuesday, Nov. 5, 2002
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. **Call to Order and Minutes (Oct., 2002)**
2. **Chair's Report:**
 - a) **Historical Register Ceremony:** ceremony and reception went well. Excellent publicity.
3. **Financial Report (Oct. FY03):** still early in the year for trends. No surprises so far. Invoices for some accounts are annual and therefore make expenditures in those accounts seem alarming. The best examples are under Library Materials. We will pay particular attention to Utilities.
4. **Friends Report:** Friends have agreed to purchase the Bulletin Board Display unit. They asked that I look into getting a larger book cart for them. I will.
5. **Director's Report:**
 - a) **Library Budget for FY04:** the budget will be due by Thursday. As reported last month, the current guidelines maintain current levels of support for Personnel – allowing for step and longevity increase. However, cost increases in all other areas of the budget (utilities, service contracts and so on) must be absorbed within the budget. For Goodnow this could represent \$8,000 to \$9,000. I will provide a breakdown of the projected increases and a strategy for absorbing them (**Proposal A**) at the meeting.

It is quite possible that the budget guidelines are too optimistic. We may need to make additional reductions to the budget. I have put together some preliminary options for consideration Tuesday night. They are based on the budget proposals we presented last year for dealing with the possibility of significant reductions (**Proposal B**).
 - b) **24/7 Reference:** six libraries have agreed to participate. There is a preliminary meeting November 27.
 - c) **HVAC:** the faulty compressor in one of the two roof units will be replaced soon. The compressor is under warranty. We will have labor costs and rental fees for use of a small crane.
 - d) **Dawn Redwoods:** Mike Coutou will come look at them and assess the possibility of removing them.
 - e) **Reading Court Benches:** the Garden Club is delighted that the Cub Scouts will do fund raising to raise funds toward replacing the benches. I contacted scouts. The campaign is planned for the spring.
 - f) **Kayak:** the contractor promises to put the kayak up soon.
 - g) **Display units:** the “New Books” and Circulation Desk shelving units and the Bulletin Board are on order. They should be ready in about six weeks.
 - h) **Exhibit Policy:** recommendation that we change the wording regarding sales and promotion. It now reads: The Library's exhibition space is not to be used to promote the sale of items. Promotional and sales information is not allowed.

Perhaps change to read: The purpose of the Library's exhibition space is to provide area artists and photographers with an opportunity to display their works and library users the opportunity to view them. Information on the exhibitor and his or her work is welcomed –including contact information. Price lists and sales material are not allowed.

- i) **Frame for Historical Map:** Janice Rudolph is getting information on an acrylic case for the map. Before she gets too involved with pricing information etc., she wanted to know if framing the map might be a better option. It would require removing the wooden bars at the top and bottom of the map.
- j) **Flooring for Children's Program Room:** I am getting estimates to replace the linoleum with tile. The linoleum is peeling.
- k) **Library's Web Page:** we are looking into working with a Web designer.

6.Trustees Report:

a) **Hosmer Painting:** Lyn MacLean inquired about our taking another Hosmer painting. She said that we had paid for its framing.

7. Old Business:

8. New Business:

9. Adjournment