

Minutes

Goodnow Library

Board of Trustees

Tuesday, Nov. 5, 2002

Goodnow Library, Historical/Trustees Room

7:30 p.m.

Present: Hans Lopater (chair), Jill Browne, Carol Hull, Bob Iuliano, Phyllis Cullinane, and Bill Talentino.

1. Call to Order and Minutes: the meeting was called to order at 7:32. The minutes of the Oct., 2002 meeting were approved. (J. Browne/B. Iuliano)

2. Chair's Report:

a) Historical Register Ceremony: Hans reported that the ceremony and reception went well. He thanked the Friends for their efforts. The Crier provided excellent publicity.

3. Financial Report (Oct. FY03): it is still too early in the fiscal year. There don't seem to be any unusual trends. Invoices for some accounts are annual and therefore make expenditures in those accounts seem high, e.g., Fiction. We will pay particular attention to Utilities.

4. Friends Report: Bill said that the Friends have agreed to purchase the Bulletin Board Display unit. They asked him to look into getting a larger book cart for them.

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. Bill passed out a breakdown of these projected increases and a strategy for absorbing them within the Town's **Zero Growth Budget**. The areas impacted are Library Materials, Utilities and Automation.

Bill mentioned that it is quite possible that the budget guidelines are too optimistic. Departments may need to make reductions beyond those required in the **Zero Growth** budget. He distributed some preliminary budget reduction options for consideration. They are based on the budget reduction proposals approved by the trustees last year when there was the possibility of significant reductions. As was the case last year, the reductions focus on areas other than staff. The trustees were supportive of this strategy and hope that there will not be a need to take official action.

b) 24/7 Reference: Bill informed the trustees that six libraries have agreed to participate. There is a preliminary meeting November 27. Hans asked Bill to check with the Sudbury Foundation about support for this experimental service.

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 has agreed to look at the redwoods 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. Bill informed the 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:** based on a recommendation from Randy LeSage, Bill suggested that that the Exhibit policy wording regarding sales and promotion be changed. 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 it should 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 how to contact the exhibitor for other information. A price list and sales material are not to be displayed. This revision makes it clear that whatever takes place outside of the Library setting is fine, but promotional material is not allowed. Approved. (J. Browne/C. Hull)
- i) **Frame for Historical Map:** the trustees discussed how best to protect the Library’s historical map. Janice Rudolph is getting information on an acrylic case for the map. Before she got 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. The trustees asked about condition of the map and where it would be placed. Carol Hull said that it had been restored some years ago. It is fragile. She thought that its current location was an excellent spot, if the map has a protective cover. Trustees asked about the size of the acrylic case. Bill said it would be about 3 to 4 inches in depth. In terms of framing the map, Carol Hull questioned whether the wooden dowels could or should be removed. It was suggested that Bill check with the Waltham Library to see how they have protected map quite similar to ours.
- j) **Flooring for Children’s Program Room:** Bill is 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 for Goodnow’s site. The trustees suggested looking into getting volunteer help, possibly through Minuteman Tech.

6.Trustees Report:

- a) **Hosmer Painting:** Bill reported that Lyn MacLean inquired about the Library adding another Hosmer painting to its collection. She said that we had paid for its framing as part of a prior grant. The trustees had no knowledge of the painting – its size etc. Carol Hull said that it was large. She had concerns about where to put it. Putting it in the Historical Gallery area would reduce the space available for exhibits. Hans suggested that the Exhibit Committee look into the matter and report back to the trustees.

7. Old Business: None

8. New Business: some time in the near future, the trustees will look into having the Library's art assessed.

9. Adjournment: the meeting adjourned at 9:10. (P. Cullinane/J. Browne)