

Goodnow Library  
Board of Trustees  
Tuesday, Oct. 1, 2002  
Goodnow Library, Historical/Trustees Room  
7:30 p.m.

## AGENDA

1. **Call to Order and Minutes (Sept., 2002)**
2. **Chair's Report:**
  - a) **Build For the Future:** update on Fund and discussion of expenditures.
  - b) **Landscaping Costs:** discussion of payment of landscaping bill and an update on trees to be removed. Initial discussion of on-going maintenance.
3. **Financial Report (Sept. FY03):** still early in the year for trends. We will pay particular attention to Utilities.
4. **Friends Report:** Friends have an ambitious programming schedule for this fall – spring.
5. **Director's Report:**
  - a) **Library Budget for FY04:** as expected, the budget will be due the first week of November. We will get the forms and guidelines Oct. 1. The Town is hoping to maintain current levels of support at best – a level effort budget. It may ask for level funded budgets. Within this frame of reference, the Personnel (steps and cola) Maintenance (Utilities and Service Contracts), Automation and Library Materials budgets will be where we need to focus our attention. These are the areas that will generate level effort increases. A preliminary estimate of the level effort increases will be given for the Trustees meeting.
  - b) **24/7 Reference:** will have a sense of the possibility of going forward this week – deadline for libraries that had expressed an early interest to make a preliminary commitment.
  - c) **HVAC:** a compressor in one of the two roof units broke down. Each unit has three compressors. The compressor is under warranty. We will have labor costs and rental fees for use of a small crane. We had hoped to use the Fire Department's bucket unit to bring the compressor to the roof, but it cannot support the weight. ATT was unable to help.
  - d) **Light Fixtures:** With help of the Highway Dept., exterior lights on poles closest to Library's entrance were replaced.

**e) Reading Court Benches:** our initial thought was to use Library funds to replace them. The cost is approximately \$700 (\$350 each). A Cub Scout pack is interested in fund raising for them.

**f) Kayak:** left a message with the contractor for an update on when the kayak will be put into place.

**g) Display units:** ordered “New Books” and Circulation Desk shelving units. Waited on ordering the three-sided bulletin board unit due to cost \$2,500. Will describe at meeting.

**6.Trustees Report:**

**a) Piano Policy:** in place.

**b) Plaque for those honored by Goodnow in the past:** continuation of the discussion from the June meeting. Bill has collection of brass plaques that had been on display at Goodnow prior to the renovation/expansion.

**7. Old Business:**

**8. New Business:**

**9. Adjournment**