

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

### **Trustee Minutes**

**Present:** Hans Lopater, chair, Jill Browne, Lily Gordon, Phyllis Cullinane and Bill Talentino.

**1. Call to Order and Minutes:** the meeting was called to order at 7:45 and the minutes of the September meeting were approved. (L. Gordon/J. Browne)

**2. Chair's Report:**

a) **Build For the Future:** Hans provided an update on the Fund. There is \$52,000 available. Of this amount, a \$5,000 donation from an individual and \$2,200 from the Sky Restaurant are earmarked for PC's. Hans reminded the trustees that the next item on the agenda concerned landscaping costs that may come out of the Fund. Bill also reminded the trustees that the Fund would be used to pay for several shelving/display units as well as a laminator and several other pieces of equipment.

b) **Landscaping Costs:** Bill reported on the meeting with the landscaper. After a lengthy discussion it was decided that full payment would be made. The trustees approved taking the landscaping bill (\$7,385) from the Fund. (L. Gordon/J. Browne). Hans abstained from voting. Two small invoices for additional work and materials are outstanding. Bill had asked that he receive them prior to the September meeting. This didn't occur, hopefully they will be sent to us soon. The trustees asked that three verbal proposals be received for any project over \$500 if Build For the Future Funds are used.

**3. Financial Report (Sept. FY03):** Bill reported that it is still early in the year for identifying trends. We will pay particular attention to Utilities.

**4. Friends Report:** the 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. Budget forms and guidelines were distributed Oct. 1. Bill distributed the Town Manager's budget narrative for FY04. The Town is hoping to maintain current levels of staff support at best. The guidelines say that salary step and longevity increases are to be included in the **Zero Growth** budget. All other increases due to a rise in costs (utilities, book prices and so on) are to be absorbed within the budget. The impact of this should be documented. Bill is not sure of the status of contracted services. He will check. Bill passed out an outline of the projected increases – personnel and operating expenses. The Personnel costs for step and longevity increases come to approximately \$8,500. Projected cost increases for utilities, automation, service contracts (elevator, HVAC, telephone and so on) and supply and book prices are in the \$8,000 - \$9,000 range. These are only estimates. All could be absorbed without impacting the staff and schedule. The impact would be felt in book purchases, access to the Minuteman Library Network and building maintenance. The **Zero Growth** guideline comes at a time when use of libraries

is increasing –always the case in difficult economic times. Bill will prepare more specific options for the next meeting. He mentioned that the Town would have an economic forum at the Library.

**b) 24/7 Reference:** Bill said that he would have a better 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. Bill will inform the contractor to go ahead with setting up the repair using a commercial crane.

**d) Light Fixtures:** Thanks to the Highway Dept and Jack Braim, the exterior lights on the 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 expressed an interest in fund raising to replace them. Bill spoke with Jack McGee scout leader for Pack 60. They would like to do it in the spring. The trustees were delighted. Bill will call Jack and the Thursday Garden Club with the news. The trustees will use library funds to makeup the difference.

**f) Kayak:** Hans spoke with the contractor for an update on when the kayak will be put into place –soon.

**g) Display units:** Bill ordered the “New Books” and Circulation Desk shelving units. He waited on ordering the three-sided bulletin board unit due to cost \$2,500. The trustees reviewed the design of the unit and how it would be used. Lily suggested that the Friends might want to fund this since it would benefit a number of local organizations and services, including the Friends. The trustees agreed to use Build for the Future funds if the Friends decline.

## **6.Trustees Report:**

**a) Piano Policy:** Lily Bill and Elizabeth Kinney established a policy based on the trustees’ guidelines. Elizabeth will be contacting instructors about it. The fee for a four-hour recital will be \$150.

**b) Plaque for those Honored by Goodnow in the Past:** this was a continuation of the discussion from the June meeting. Bill showed the trustees the collection of brass plaques for individuals who had been recognized at Goodnow prior to the renovation/expansion. The trustees decided to have a single plaque to recognize them. It will be brass. Hans will ask Janice Rudolph to help lay it out. The plaque will name the following individuals and say that they are recognized for their dedication and generosity to the Goodnow Library: Elizabeth Atkinson, George Hunt Barton, Forrest D. Bradshaw, Gertrude M. Farrell, Alfred S. Hudson and Mildred Tallant.

**7. Old Business:** none

**8. New Business:** none

**9. Adjournment:** the meeting adjourned at 9:10. (L. Gordon/J. Browne)