

Goodnow Library
Board of Trustees
Tuesday, Sept. 3, 2002
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (June, 2002)

2. Chair's Report:

a) **Sky Restaurant Donation:** a generous donation was made towards purchasing PC's. Hans will report.

b) **Library on Historical Register:** Hans will report.

c) **Landscaping Costs:** discussion of costs for landscaping (bill enclosed) and an update on trees to be removed.

2. Financial Report (June FY02 and July-August FY03): FY02 ended as expected – a small surplus existed in Personnel and a small amount from Service Contracts was carried forward for Utilities in FY03 - \$600. So far the FY03 budget is going well. Utility costs are above those of last July/August.

3. Friends Report: the Friends approved additional funding for A/V for FY03. The Friends Fourth of July paperback book sale was a success. Lynn Carlson was the heroine. After paying their helpers, the Friends profit was approximately \$900.

4. Director's Report:

a) **Library Trust Fund Budget for FY03:** the Trustees of Town Donations meet later this month and ask that all FY02 budgets be submitted by September 7. Enclosed is the final FY02 report. I recommend that the Library trustees allocate \$15,500 of Goodnow Trust income as last year - \$500 more than last year, in the same categories. The proposed budget is included with the agenda.

b) **24/7 Reference:** propose pursuing opportunity to become a member of a library organization that offers digital reference service to the public 24 hours a day, seven days a week via the Web. I am spearheading a proposal among several MLN libraries to join a non-profit library organization that offers this service. I will present details at the meeting.

c) **Archival Database:** this September we plan to distribute packet of instructional/promotional material on the Database to the Sudbury and Wayland historical societies, Sudbury Foundation, Wayside Inn, Town Clerk's Office and Sudbury schools. We are also contemplating a follow up grant with the Foundation.

d) **HVAC:** a compressor in one of the two roof units broke down. Each unit has three compressors. The compressor is under warranty. We will need to pay for labor and 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.

e) **Gutter Work and Light Fixtures:** Additional gutter work may be needed on the south side. It would address overflow from the roof. With help of the Highway Dept., we hope to replace exterior lights on poles closest to Library's entrance.

f) New Loan Period for Materials Videos/DVD's: the new loan policy (3 weeks for items, except best sellers and DVD's and Videos) was initiated last November. It has helped staff address increasing workload. As a side effect circulation figures are down slightly from the previous year (600)– less need for renewals.

g) FY04: if the deadline is the same as last year, the budget will be due the first week of November. I think that the Town is hoping to maintain current levels of support at best – a level effort budget. 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.

h) State Aid: drastic reductions to state aid to libraries, networks (Minuteman), regions and MBLC in FY03. The results are bleak – reduced funding to individual libraries, higher Minuteman membership costs and fewer on-line databases. See enclosure for state aid available, committed and projected.

i) Kayak: spoke with a contractor and hope to have it hanging in approved location soon.

j) Display units: hope to get a proposal soon from Tucker Co. for another New Books shelving unit, a Circulation Desk shelving unit and a three sided bulletin board. Tucker produced all of the shelving for the new library.

k) New Staff: as of September 3 we will be at full-staff. The two part-time Reference positions were just filled. A part-time Library Clerk position at the Circulation Desk was filled last month.

l) DVD's: the concern about theft was not merited. We found only four or five missing. The issue with DVD's is their fragility. They scratch very easily. We will do another inventory in a month or so.

m) Tom Arnold: Tom sent a thank you note to the trustees for the gift.

5. Trustees Report:

a) **Piano Policy:** Lily will report.

b) **Plaque for those honored by Goodnow in the past:** continuation of the discussion from the June meeting.

6. Old Business:

7. New Business:

8. Adjournment