

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

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:35. The June, 2002 minutes were approved. (L. Gordon/B. Iuliano)

2. Chair's Report: Hans Lopater reported that there would be an article in the Crier about the Sky Restaurant donation of \$2200 to the Library for technology. Janice Rudolph has helped with the design of a plaque commemorating the original Library's certification as an historical building. Hans asked for thoughts on a date to unveil the plaque. It will be Sunday Oct. 6. Rep. Susan Pope, the Selectmen, Historical Society officers and others will be invited. Hans will check to make sure Susan Pope can make that date.

Hans introduced a discussion of the invoice for landscaping. There were several questions regarding approval of several activities and the pricing. The trustees asked Bob, Bill, Carol and Lily to meet with the landscaper to clarify these issues before payment was made.

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. It is difficult to make much of an assessment at this time.

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. They asked that all FY02 budgets be submitted by September 7. The Library trustees reviewed the final FY02 trust fund report and the Library director's recommendation for FY04 trust fund expenditures. The recommendation allocates \$15,500 of Goodnow Trust income - \$500 more than last year. Approved. (L. Gordon/J. Browne)

b) 24/7 Reference: Bill described a proposal for pursuing an 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. Bill is one of several MLN libraries interested in the possibility of join the non-profit library organization that offers this service. The state is going to support this service through its regional reference centers. Goodnow and other libraries and the residents of their communities will be able to benefit from the regional reference centers offering this service. However, by offering the service directly, as opposed to relying on other libraries, the Goodnow reference staff will gain valuable experience in an area of reference service that is gaining in importance.

Bill expects that it will soon become a part of basic reference service. For these reasons, he believes that offering the service directly will be valuable to the staff and insure that Goodnow will be able to respond to this service demand as it increases. The proposal calls for several libraries to share access to this service. This reduces the annual subscription/membership cost, one time training cost, and staff commitment significantly. Each library would pay from \$2,000 to \$2,500. If the benefits are less than expected, the subscription can be dropped at the end of a year. There were several questions regarding the value of Goodnow's direct involvement in providing this service, as opposed to relying on the regional reference center libraries for it. The trustees agreed to allow Bill to proceed if the other interested libraries (4-5) go forward as well and the logistical details can be worked out. Funding will be from the existing reference budget and possibly state aid. (J. Browne/L. Gordon) Bill has brought up the possibility of requesting Sudbury Foundation support. He may pursue this once he gets a sense of participation.

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. Hans suggested that ATT be asked to lend the equipment and manpower. Bill will inquire.

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. Bill reported that the Town is not certain that it can maintain current levels of support – a level effort budget. Within this as a frame of reference, we will need to focus our attention the Personnel (steps and cola) Maintenance (Utilities and Service Contracts), Automation and Library Materials items. They will generate the level effort increases.

h) State Aid: a number of drastic reductions in state aid to libraries, networks (Minuteman), regions and MBLC occur in the FY03 state budget. The results are bleak – reduced funding to individual libraries, higher Minuteman membership costs and fewer on-line regional databases. Bill provided an outline of Goodnow's state aid: available, committed and projected.

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

j) Display units: Bill is getting a proposal soon from Tucker Co. for another New Books shelving unit, a Circulation Desk shelving unit and a three-sided bulletin board. The trustees supported going forward depending on the costs. Bill will e-mail the trustees for

input if costs merit it. Tucker produced all of the shelving for the new library. Funding will come from Build For the Future.

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: the trustees read a thank you note sent to them by former trustee Tom Arnold.

5.Trustees Report:

a) Piano Policy: Lily Gordon reviewed with the trustees the recommended policy and procedures for use of the piano and Meeting Room for student recitals. Certain Saturdays have been set aside for recitals. There is a \$150 charge per use (up to 4 hours). Relevant Meeting Room policies apply – open to the public, no admission fee and so on. Elizabeth Kinney of the Recital Committee will coordinate the reservations/payment.

b) Plaque for those honored by Goodnow in the past: there is still uncertainty about who and why. Bill will check with Lucille Dixon and Carolyn Anderson.

6. Old Business:

7. New Business: Bill announced that two of the reading court benches were destroyed over the long weekend. The Thursday Garden Club purchased the benches for the Library. The police have investigated. It appears to have been done by skateboarders. The police will make more frequent passes to the Library during hours closed. The trustees are inclined to replace the benches with Build For the Future money. Bill will check on the cost.

8. Adjournment: the meeting adjourned at 9:15 (L. Gordon/ J. Browne)