

Goodnow Library
Board of Trustees
Tuesday, April 1, 2003
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (Mar., 2003)

2. Elect Chair and Review Process: trustees to select a new chairperson and consider revising process for selecting a chair. One proposal is to elect a vice chair as well, who will then become chair the following year.

3. Financial Report (Feb. FY03): have approved the annual spring cleaning of floors (Lobby, staircase, hallways), and of Meeting Room floor and walls. Spoke to HVAC service provider about replacing compressor soon. Hope to schedule the elevator repair mentioned last month. Looking closely at all line items.

4. Friends Report: Book and Bake sale preparations well underway.

5. Director's Report:

a) **Library Budget for FY04:** the latest budget information is summarized in last week's Crier. The state aid budget cuts that appear in the Governor's proposed budget far exceed the amount anticipated by the Town in preparing the FY04 budget. We won't know until June, at the earliest, what the actual state funding will be. Towns are wrestling with the question as to how best to prepare budgets in this situation. Maureen Valente has called for a meeting of department supervisors for Tuesday morning. She has asked each department for a sense of where they would make cuts. She asked me for a scenario with a cut of \$10,000. I will base my response on the discussion we had at the Nov. 5 trustees meeting when we looked at several reduction scenarios.

b) **Head of Circulation:** we are grateful to Jennifer Pickett for her efforts over the last two years and for the amount of time and thought she has invested in making Deborah Pellegrini's transition to Head of Circulation as successful as possible..

c) **Archives Grant Proposal:** the Sudbury Foundation approved the grant for \$17,000 to extend the archives from 1850 to 1900.

d) **MLN's New Automated System:** switch begins June 23. It is recommended that we do not check in items until the transition is completed. Items can be checked out during this period. Many libraries are closing the day that the transition is finished so that all of the items that have not been checked in – 1000's, can be handled at once and the staff's given a brief time to get ready for life under the new system. I recommend that we plan to do this as well. There are a number of policies and procedures that will change in the new system. I will review a few at this meeting.

e) **Meeting Room:** the signature form has been revised and seating capacity signs are in place.

f) **Request to use Historical Octagon:** I have spoken with the producer. He is very interested in the educational component that we suggested. He will get back to me about the insurance and other issues.

g) **Wireless System:** Mark Thompson met with Anne and me and reviewed proposals for gaining wireless connectivity to Internet for users who come to the Library with

notebooks.

6. Trustees Report:

a)) Landscapers: Lily and Bill will share outline with landscapers within next few weeks.

b) Exhibit Review Process: look at the process in order to avoid misunderstandings.

7. Old Business:

8. New Business:

9. Adjournment