

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

Minutes

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

1. Call to Order and Minutes: The meeting was called to order by Jill Browne, acting chair, at 7:45. The March minutes were not available.

2. Elect Chair and Review Process: Lily Gordon was nominated and elected chair unanimously. There were no other nominations. (P. Cullinane/J. Browne). The trustees consider revising the process for selecting a chair. A proposal was made to create the position of vice chair and elect a chair and vice chair at the same time. A trustee would serve as the year vice chair for a year and then become chair the succeeding year - a new vice chair would then be elected. In the past some trustees have been reluctant to be nominated for chair due to the short notice/transition period. This proposal would give the vice chair time to gain experience and set up their commitments for the following year. This arrangement would also provide for an acting chair if the chairperson is absent. Approved unanimously. (B. Iuliano/J. Browne)

3. Financial Report (Feb. FY03): Bill is looking closely at all line items. He reported that the cleaners will carry out the annual spring cleaning of floors (Lobby, staircase, hallways), and of Meeting Room floor and walls. The HVAC service provider will be replacing the faulty compressor soon. Bill hopes to schedule the elevator repair mentioned last month. The Children's Program Room flooring will be replaced in May.

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

5. Director's Report:

a) Library Budget for FY04: Bill noted that the latest Town budget information is summarized quite well 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 called a meeting of department supervisors Tuesday morning. She has asked each department for a sense of where they would make cuts. She asked Bill for a scenario with a cut of \$10,000. He based his response on the discussion that the trustees had at the Nov. 5 trustees meeting when they looked at several reduction scenarios. The reductions were made in the following budget categories:

General Expenses: \$2,100
Building (Utilities) \$4,500
Library Materials \$2,750
Cleaning Services \$750
Other Labor Costs \$750
Sick Leave \$100

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 Library's grant for \$17,000. This will allow Goodnow to extend the archives database from 1850 to 1900. A second proposal to cover the one-time 24/7 reference service costs (\$1200) was not approved. The Foundation usually limits funding to one proposal a year to organizations.

d) MLN's New Automated System: Bill reported that the switch to the new MLN system begins June 23. We will be operating with an off-line system until the transition is completed – 2-5 days. 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 cleared away and all materials etc. are in order. Many MLN libraries are also closing an additional day or two to give staff additional training on the new system. Bill recommends that we plan to close for a day or two as well. He will make a specific request at the April meeting when he has a better sense of the transition issues and training needs to be addressed. There are a number of policies and procedures that will change in the new system. He will review a few at the next meeting.

e) Meeting Room: the reservation signature form has been revised to emphasize the seating capacity of the Room. Signs stating the seating capacity are in place.

f) Request to use Historical Octagon for filming: Bill spoke 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 Bill and reviewed proposals for gaining wireless connectivity to the Internet for users who come to the Library with laptops. The Library gets at least two requests a week for Internet connectivity from users with laptops. Making this available will meet a need and reduce pressure on the Library to add PC's with Internet connectivity. A wireless system would use the free Internet connection the Library received from AT&T as part of the Town contract. Only one proposal has come back as yet and it is for \$5,600. Given the cost, the possibility of annual maintenance costs and the newness of this service, the trustees asked for more information on the demand for this service and the costs. Bill will report back at the next meeting.

6. Trustees Report:

a)) Landscapers: Lily and Phyllis will coordinate the basic landscaping tasks that need to be carried out by landscapers. They will work with the garden clubs and the Town's Permanent Landscape Committee to make sure that all efforts and interests are accounted for and coordinated.

b) Exhibit Review Process: Bill asked that the Exhibit Committee as a whole return to reviewing requests, the samples and information submitted by potential exhibitors. Over the last year, Randy has been taking on this responsibility. At times it can be very demanding and time consuming for one person. Carol Hull said that once the process

was in place Randy felt comfortable with this arrangement, but the other Committee members would be happy to play a larger role again.

As a follow-up to last months discussion, Carol spoke with the prior exhibitor the day after the meeting and recommended to the trustees that the exhibit remain - they concurred

7. Old Business:

8. New Business: Lily asked the trustees to begin to think about the issues, opportunities and goals that the Library should address in the near future – the next 3-5 years. She would like to have discussions leading to a plan for the near future.

9. Adjournment the meeting was adjourned at 9:15. (C. Hull/B. Iuliano)