

Goodnow Library
Board of Trustees
Tuesday, Dec. 2, 2003
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

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

2. Financial Report (Nov. FY04): nothing unusual to report on the FY04 budget.

3. Friends Report: nothing new to report.

4. Director's Report:

a) Library Budget for FY05: Bill met with the Town Manager to review the FY05 Zero Dollar, Level Effort and Incremental Increases proposals. At this time the Town Manager is comfortable with accepting the Zero Dollar budget that shows offsets for all but \$1,300 of the required step/COLA increases for staff. The budget picture is still extremely fluid at this time in terms of the size of the Town's shortfall.

b) Wireless System: Mark Thompson is still evaluating the proposals. He asked SNS, the vendor with the lower price, to give us a price for adding two components suggested by the second vendor in his proposal. One component automatically adjusts the IP settings for users –eliminating any staff involvement. It would add about \$1,100 to the cost. The second request adds the possibility of supporting a third protocol “a” to the proposal. Before the “g” protocol became available the “a” protocol was the only option to “b” to gain better response time. It is used mostly in business environments. Mark will survey users via the Town's web site and Bill will contact other MLN libraries to assess the need for supporting “a”. Supporting “a” would add to the cost of the project as well. More detail will be given at the meeting. Once the trustees decide on these additional options, the project can go forward.

c) Temporary P-T Reference Librarian: Krista Armstrong-Moon will be going on maternity leave in January and for a brief period after she returns will be working fewer hours. At least one person will be hired to fill-in the majority of the hours Krista usually covers.

d) Annual Report: the report is due in early January. Bill will prepare a draft of the report and e-mail it to trustees for comment by the third week of December. Much of the year has been taken up with planning and implementing changes in services and resources. This would seem to be a worthwhile theme for the report. Emphasis will be given to the new automated system, 24/7, Speed Read, the wireless system, the strategic plan and other initiatives.

e) Cable Committee Proposal: the Town's Cable Committee is working on a proposal to present to the trustees and Friends. The Committee oversees cable services offered to Sudbury. It has access to funds from the cable vendor to apply towards expanding service in the community. The Committee's proposal calls for wiring and equipping the Community Meeting Room to support video recording (taped and live broadcasts) of meetings, lectures etc. held in the Room. The Meeting Room and Projection Room would be set-up in the same manner as Lower Town Hall to support this activity –three cameras strategically placed to record the speaker, screen and audience. This system will produce professional looking video recordings

and can be managed by one person. The Town Hall system is used to record many of the Town's important board and committee meetings. The Committee is interested in offering the community the opportunity to record other types of meetings, including lectures and performances, such as those sponsored by the Friends and other groups that use our Room. Town Hall isn't a viable option.

The Committee met at the Library in mid-November to present the preliminary plan to me. I mentioned that the trustees would need more information about the proposal before deciding on whether to support it or not. The information needed and factors to assess would include: the existing and potential level of demand for this service/resource; the impact of this service on other uses of the Room, on the staff and on policies and procedures; the one-time cost for the system; and the on-going cost for maintaining the system. (The Committee has \$10,000 that it is willing to allocate to the project. Currently the price range is \$14,000 to \$18,000.) Bill is communicating with the committee on these matters. The chair of the committee may ask to meet with the trustees in January to discuss the project.

f) DVD's and Inserts: we are still investigating/experimenting with options.

6. Trustees Report:

a) Strategic Plan: Barbara will give an update.

b) Meeting Room Policy: update on political meetings.

7. Old Business:

8. New Business:

9. Adjournment