

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

## Minutes

**Present:** Carol Hull, Bob Iuliano, Phyllis Cullinane, Lily Gordon (chair), Jill Browne, Barbara Pryor and Bill Talentino

**1. Call to Order and Minutes:** the meeting was called to order at 7:35. The Minutes were approved with one spelling correction. (B. Iuliano/J. Browne)

**2. Financial Report (Nov. FY04):** there was nothing unusual to report. The trustees asked that future reports include the percentage of the budget year covered by the report.

**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. Revenue and state aid figures are not firm and the size of the Town's shortfall is unknown.

**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 ability to support a third protocol, for example, “a”. Before the “g” protocol became available, the only option wireless users had to “b” for gaining better response time was the “a” protocol. It is used mostly in business environments. Mark's survey of users via the Town's web site and Bill's survey of MLN libraries suggested that there is not a demand for “a”. Mark thinks having the ability to add a third protocol in the future is worth considering. It would add about \$600 more to the cost of the system. If a third protocol emerged in the future, we would only have to deal with wiring costs for power outlets. The funds donated to the Friends for the purpose of expanding Internet access will easily cover the additional costs for the automatic IP setting and additional protocol capabilities.

The trustees voted to approve spending up to \$2,000 more for the additional functionality. (B. Pryor/C. Hull)

**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 in Krista's schedule. Ellen Hallor will take over the young adult discussion group during this time.

**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. Bill proposed focusing on the significant changes introduced this year in services and resources. Emphasis will be given to the new automated system, 24/7, Speed Read, the wireless system and the strategic plan. The trustees agreed with this approach. They recommended that Bill include the information used in the FY05 budget proposal that showed Goodnow to be one of the busiest and most cost effective libraries in the state.

**e): Cable Committee Proposal:** Bill reported on the Town's Cable Committee meeting he attended and the proposal that the Committee plans to present to the trustees and Friends. The Committee oversees cable services offered to Sudbury. It has access to funds from the cable vendor for expanding cable services 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 produces 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 for these activities.

The Committee met at the Library in mid-November to present the preliminary plan to Bill and Lela. She was unable to attend. Bill suggested to the Committee 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.) The Committee didn't think that there would be any significant on-going costs and that the impact on the staff would be minimal. . Bill agreed to give the trustees some preliminary information about the proposal before the Committee met with the trustees in January. Bill followed up the meeting with discussions with Peggy Frederickson and Mark Thompson regarding the technology and potential use of the system. Peggy provided the outline of the project given to the trustees. She agreed that it was important that the training and scheduling of system operators be carried out by the Access Coordinator for Comcast and that the Library not be involved in carrying out these responsibilities.

The trustees asked several questions about how the system worked and where the equipment would reside. The discussion then focused on the level of interest and need for the system. There have been few requests for video taping programs by groups using the Library. Lily felt that few of the Friends programs would lend themselves to videotaping. The trustees were concerned that a valuable opportunity to enhance service to the public would not reach its potential in the Library setting. Bill said that he would convey this concern to Don Ziter of the Cable Committee so

that Committee members would be better prepared to discuss this issue in January.

**f) DVD's and Inserts:** Bill said that the staff is still investigating/experimenting with options for discouraging theft of DVD's, CD's and their inserts. The latest option is to purchase special DVD cases that offer more security for DVD's. Unfortunately the cases cannot hold inserts. The Library will purchase some of these cases and test the results.

**6. Trustees Report:**

**a) Strategic Plan:** Barbara asked the trustees to send her responses by the end of the year. Phyllis asked about a self checkout system.

**b) Meeting Room Policy:** Bob reported that he is still gathering and evaluating information on use of public meeting rooms for political meetings.

**7. Old Business:** Bill was asked about the progress of the Speed Read collection. He said that it had just begun and the response was positive. The trustees asked that Bill bring information on the McNoughton Plan to the next meeting.

**8. New Business:**

**9. Adjournment**