

Goodnow Library  
Board of Trustees  
Tuesday, Feb. 4, 2003  
Goodnow Library, Historical/Trustees Room  
7:30 p.m.

## AGENDA

- 1. Call to Order and Minutes (Jan., 2003)**
- 2. Chair's Report:** Hans will report on Fin Com budget hearing.
- 3. Financial Report (Jan. FY03):** nothing significant to report. Spoke with staff responsible for YA and AV orders about funds remaining.
- 4. Friends Report:** Friends agreed to pay full amount for the TV monitor and video/DVD player. They also agreed to lend funds for 24/7 fee – to be reimbursed by Sudbury Foundation or Goodnow. Lela will serve on copier committee.
  - a) Library Budget for FY04:** the Town Manager e-mailed updated FY04 information -best current estimate. The Zero Growth budget (only step/longevity increases) is short \$400,000. This assumes a 10 percent cut in state aid. Of the \$400,000, \$100,000 represents the unmet increases generated by Town departments. The schools generate \$300,000. By my calculations the \$100,000 is less than 1 percent of the total budget for Town Departments. In terms of our budget it is a little less than \$7,000. Maureen will be scheduling a meeting with department heads to review this matter.
  - b) 24/7 Reference:** the six participating libraries are gearing up for introducing the service. We meet on Feb. 5 to decide whether to start in mid- February or March 3<sup>rd</sup>.
  - c) HVAC:** still waiting for crane etc for replacing compressor. The maintenance service vendor assured Bill that the warranty covers five years.
  - d). Beverages in the Library:** have not initiated yet. Bill is working on policy for staff.
  - e) Limits on Total Items Borrowed:** the Minuteman Membership Committee set the limit at 150. Jennifer represented us and expressed our interest in a lower number - 50-75. I contacted the Executive Director of MLN before the meeting and stated our preference. The mind set was that there had never been a limit before. Only one person has created a problem. A lower limit can be set in the future if needed.
  - f) Frame for Historical Map:** still need to determine what to do.
  - g) Annual Report:** revised, approved and submitted.
  - h) Speed Read Collection:** still gathering information on pros and cons of switching from the rental collection to a speed read collection of popular items. May not have sufficient information available prior to Feb. meeting.
  - i) Head of Circulation:** position has been advertised and we have received responses.
  - j) Donation for a PC:** we received \$2500 towards PC from a local group honoring the memory of Susan Platt who was a teacher in Sudbury.
  - k) Kayak:** the cable connectors were installed on Friday. Job done.
- 6. Trustees Report:**
  - a) Appraisal of Library Art etc.** Bill sent descriptions to Lily's friend at Skinners.
  - b) Meeting Room:** based on recent events, application approval form was modified to

give even greater emphasis to key points: open to public, no charge, no commercial activities and room capacity equals 100. Will have sign made that states room's capacity and the need to keep entrances/exits clear.

**c) Landscapers:** trustees to begin thinking of possibilities.

**7. Old Business:**

**8. New Business:**

**9. Adjournment**