

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

## Minutes

**Present:** Hans Lopater (chair), Carol Hull, Phyllis Cullinane, Jill Browne, Bob Iulaino, Lily Gordon and Bill Talentino.

**1. Call to Order and Minutes (Dec., 2002)** the meeting was called to order at 7:40. The minutes were approved. (J. Browne/B. Iuliano)

**2. Chair's Report:** Hans reported that the Fin Com was working toward a zero growth budget for all Town agencies.

**3. Financial Report (Jan. FY03):** nothing significant to report. Bill spoke with staff responsible for YA and AV orders about rate of spending. Krista plans to put in a significant order for YA books and books on tape in the next month or so. Betsy has a significant order on language and other tapes to be placed.

**4. Friends Report:** Friends agreed to pay full amount for the TV monitor and video/DVD player that we had planned to purchase for some time. They also agreed to lend us the funds for the initial and first year 24/7 fees – to be reimbursed by Sudbury Foundation, if our grant is approved, or by Goodnow. Lela will serve on copier committee. Anna will coordinate the meetings of copier committee.

**a) Library Budget for FY04:** the Town Manager e-mailed an update on the Town's progress toward preparing an FY04. The best estimate is that the Zero Growth budget for the entire Town (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:** Bill reported that the Minuteman Membership Committee set the limit at 150. Bill had contacted the Executive Director of MLN before the meeting and stated our preference. Jennifer represented us at the meeting and expressed our interest in a lower number -50-75. The Committee's mind set was that there had never been a limit before and, with this one exception, there had never been a serious problem. Therefore, their inclination was to set a high limit. 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: Bill** made the revisions suggested by the trustees and submitted the report.

**h) Speed Read Collection:** Bill is still gathering information on pros and cons of switching from the rental collection to a speed read collection of popular items. He hopes to have sufficient information available by the March meeting.

**i) Head of Circulation:** position has been advertised and we have received a number of responses.

**j) Donation for a PC:** we received \$2500 towards a 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. The kayak is now on permanent display. Bill will work on displaying some of the other items related to the kayak.

## **6. Trustees Report:**

**a) Appraisal of Library Art etc.** Bill sent descriptions to Lily's friend at Skinners. Lily hopes that we will get a response prior to the next meeting.

**b) Meeting Room:** Hans reported that the program on Ralph Adams Cram that took place last Sunday drew a crowd well over the stated limit for the Community Meeting Room -100. The community room was completely full, with people sitting on the floor, standing in the aisles and spilling into the kitchen area, plus the room to store furniture. Additionally two large tables were located at the front of the room blocking the exit.

Bill said that our policy clearly states the capacity and that program activities must be confined to the room – not extending into hallways, lobby or the Fiction area. In addition to the policy, our application form that requires a signature acknowledging that the person has read and agrees to abide by the Meeting Room policy, highlights key points - no charge and no commercial activities. Based on this event, Bill distributed a revised signature form that now highlights the seating capacity and the need to keep entrances clear.

Although it is often impossible to predict what a program's draw will be, there are some events where a large crowd is anticipated. Placing a reminder about capacity on the form will alert people to advertise that there is an attendance limit if they suspect that a program will draw a big crowd. Bill emphasized that we should consider what steps should be taken, and by whom, if the limit is exceeded. It is important to remember that we only have a skeleton staff on weekends. Hans said that the signature form should have a statement that restricts setting up tables along the side wall to the back of the room.

Bill was not feeling well and left the meeting at this point. Hans took minutes for the remainder of this discussion and other meeting business.

Hans said that once he saw the situation of the meeting room, he opened both sets of doors, one for the main entrance, plus the one affording entrance to the library. He was forced to interrupt the speaker and ask people to leave to empty the room to an acceptable number; a few people left. Ursula Lyons, who coordinated the event on behalf of the Historical Society, told Hans as he was leaving, "I am glad you said that". One questions why she did nothing when she saw the prevailing condition. Lily Gordon also saw the condition of the room. Also she was considerably upset that the invitation sent was blatantly commercial – including a color picture of the Cram house – listing Touchstone Realty as a broker. Another concern which upset her greatly was the use of the phrase "The Exhibit Committee of the Goodnow Library" and Touchstone Realty

invite you to Ralph Cram Day. Bob Iuliano suggested that a letter of complaint be sent to Touchstone Realty on behalf of the Trustees. This letter is attached to the minutes, along with a letter concerning the event from the Sudbury Historical Society.

**c) Landscapers:** Lily agreed to be the library trustee liaison for landscaping concerns. Phyllis will do the same for the Library art possessions. Hans will be the liaison for building issues. Bill and Lily will put together information for landscapers to use for making bids for maintaining the plantings etc. and for modifying our landscape design to minimize maintenance.

**7. Old Business:** None

**8. New Business:** None

**9. Adjournment:** 8:34 (J. Browne/L. Gordon).