

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

## AGENDA

- 1. Call to Order and Minutes (Dec., 2002)**
- 2. Chair's Report:** Hans will report on the meeting with the Conservation Board regarding the dawn redwoods.
- 3. Financial Report (Dec. FY03):** nothing significant to report.
- 4. Friends Report:** the Friends do not meet in December. They are working with Historical Commission on selling this year's cup plate. It has the image of Janice Rudolph's statue.
- 5. Director's Report:**
  - a) Library Budget for FY04:** nothing new to report.
  - b) 24/7 Reference:** the six participating libraries received training. Bill and Anne Reilly took the training. Krista Moon-Armstrong, part-time Reference Librarian will take it in January. It will be up and running by February. Bill will be working with other libraries on publicity. He e-mailed trustees a copy of the Sudbury Foundation grant proposal.
  - 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:** recommend that we re-evaluate our current policy which does not allow food or beverages in the Library – except in the Meeting Room and at times the Children's Program Room. A number of libraries are addressing this issue. Staff members report that the beverage policy is difficult to uphold consistently. Many people come into the Library with a water bottle or other beverage container. Often the Circulation staff and Reference staff don't spot it at the time the user enters. It is not easy to tell someone who is settled into their activity to leave or throw away the beverage. This is particularly true during the hot or cold seasons. Many of those with beverages are in the library for some time, studying or doing research.

There are several key factors to consider. Our existing policy is difficult to enforce. People carry water bottles and coffee containers everywhere today. The staff often misses people coming in with beverages. Under certain circumstances the staff feels uncomfortable enforcing the policy. Book stores encourage people to have a beverage. People have come to expect to be able to enjoy a drink while reading and studying.

Two years ago there was a survey of a hundred libraries on this issue. Those with policies allowing beverages (26) were pleased with the results. Users were appreciative and responsible. I e-mailed Minuteman libraries on this matter and received 19 responses. Thirteen libraries allow at least water bottles – eight allow all beverages. Six don't allow beverages. Of the six that do not allow beverages, three admit that the policy is not enforced consistently. Staff looks the other way. Many of

the libraries that allow beverages exclude Children's areas and tables or carrels with PC's. Some ask that people to have a top on the container. Except for two libraries with vending machines, libraries do not advertise the policy allowing beverages.

There are definitely pros and cons to this policy, although the trend is toward more flexibility. Paul Roughsedge, owner of our cleaning service, is not thrilled with the idea. I would like us to think about allowing drinks in covered containers for adult areas except tables and carrels with PC's and the Historical areas. I would be inclined to exclude the Children's areas. The concern is having hot beverages near children. We wouldn't advertise the policy.

**e) Archival Database Grant:** Bill will submit a second grant to the Sudbury Foundation for funding to expand the coverage of the database from 1850 to 1900. During this time period several town departments were established, including Goodnow, the railway transportation began, and other key local and national events took place. The funding will be for contracting with Laura Scott Lowell to inventory and index records and prepare copies of documents for scanning. She will also transcribe key documents that are difficult to read in their original handwritten form. Mark Thompson, Maureen Valente and the Town Clerk support this effort.

**f) Frame for Historical Map:** at the last meeting the trustees had several questions regarding options for protecting the large historical map in the Historical Gallery area. Tom Jewell, director of the Waltham Public Library told Bill that Waltham has two large historical maps and took a different approach with each. Phyllis planned to visit Waltham.

**g) Annual Report:** the annual report was e-mailed late – Friday, January 3. It is due by January 7.

**h) Limits on Total Items Borrowed:** Minuteman is considering establishing a policy to limit the total number of items an individual can have out to 100 or 150 items. Currently there is no limit. Limiting the total to 100 or less will impact very few people. There are two individuals with more than 150 items out at this time and seven with more than 100 items. There are more than 640,000 users in the system. There are two reasons for this recommendation. Several libraries have found that the staff time involved in keeping up with renewals and over due items in this situation is significant. Setting a limit will help to contain the amount of staff time invested. It will help to insure that items are available to all. Some people who have a pattern of taking out a large number of items focus on certain subject areas and also renew items to the limit, return them and then take them out again. It only takes one or two borrowers in any library to create a difficult situation if a limit is not in place.

## **6. Trustees Report:**

**a) Fourth Hosmer Painting:** at the last meeting the trustees decided to ask the Art Exhibit Committee to make a recommendation about acquiring a fourth Hosmer painting. There was some concern about allocating more space in the Historical Gallery area to another large Hosmer painting. However, the painting was recently removed from the Library and will probably be given a new home.

## **7. Old Business:**

## **8. New Business:**

## **9. Adjournment**