

Goodnow Library  
Board of Trustees  
Tuesday, June 3, 2003  
Goodnow Library, Historical/Trustees Room  
7:30 p.m.

## AGENDA

### **1. Call to Order and Minutes (May, 2003)**

**2. Financial Report (April FY03):** Having some difficulty estimating bottom line for gas because the meter broke in January and Keyspan and Energy Solutions were unaware of it until we noticed discrepancy and alerted them in early May. Electric bills may be less than estimated. Have yet to get it rectified. Book budget spending is proceeding as planned – currently using trust and state aid for audio-visual and book purchases.

**3. Friends Report:** The Volunteers Luncheon was a big success. The volunteers were very grateful to the Friends and staff. The Friends were generous with their time in preparing the luncheon. Hans was completely surprised and pleased with the gift. The Friends annual meeting is on the June 10<sup>th</sup>. I have submitted a proposed budget for FY04.

### **5. Director's Report:**

**a) Library Budget for FY04:** the Town budget that appeared in the Town Warrant was presented and passed at the Special Town Meeting. Department heads have not been given any information on the possible impact of Article 54.

**b) MLN's New Automated System:** as mentioned last month the physical switch in systems begins June 23. We will be using an off-line system until all of the data etc is loaded into the new system and the new system is up and running smoothly. It is recommended that we do not check in items with the off-line system because it can't identify reserves. At this time, the best case scenario is that the transition will be completed by Wednesday (June 25). Certain services will be suspending prior to and or during the transition period. They include network requests, local requests and library card registration. As approved last month, we will be closed Monday and Tuesday, June 23 and June 24, open 9-5 on Wednesday the 25<sup>th</sup> and return to our normal schedule on Thursday. This plan will allow us to use Monday and Tuesday to train all staff on the new system; organize all items returned from Sunday through Tuesday; and set ourselves up for Wednesday as the first day with the off-line or new system. This will be an intense and involved change. With assistance from Betsy and Anne, Deborah has worked out all of the details for the transition. It has been a major undertaking.

**c) Wireless System:** Mark Thompson met with Bill and Anne yesterday to review the 3 proposals. Two were approximately the same price \$5,200. This would provide wireless connectivity to the Internet for library users with laptops or PDA's with this functionality. Mark put a survey on the Town's site asking if residents would use this service. Of the 694 Sudbury library users that responded, 417 (60%) said that they would use this service.

The advantages of installing a wireless system are:

1. Allows those who would benefit from using their own laptop at the Library to access the Internet and their own software and files to do so. Currently they are

unable to do so without seriously compromising the security of the Town's system.

2. Provides greater user access to the Internet from the Library at a much lower capital investment than acquiring a PC for each additional connection. With the new Minuteman automated system, every connection to the Internet must be through a PC. The wireless system provides up to 150 connections – 30 in any coverage area.

3. It should minimize the amount of staff time invested troubleshooting PC's and advising library customers on how to use our equipment and software or to undo what they have done.

4. In the Community Meeting Room, and particularly in the Small Conference Room, it will make it easier for Power Point presentations that rely on the Internet.

**d) Cleaning Contract:** The current contract expires in July. With the help of Elaine Jones, Town Counsel's Office, an RFP and advertisement are in place. The bids are due June 20.

**e) Bulletin Board:** new Bulletin Board has arrived. Plan is to use it for promoting Friends' activities, promoting Library's resources and services and to publicize local educational, cultural and recreational resources –including for profit tutoring etc. Based on the increasing demand for access bulletin space and the long term nature of flyers and brochures for private tutoring services and so on, I believe space is still going to be a problem. We may want to think about putting these materials in a folder or plastic display unit attached to the bulletin board as opposed to posting them individually.

**f) Tutors:** reminder that our policy is that we do not allow study rooms etc. to be used by for profit tutors.

**g) Strategic Plan:** Jill and Bill met to discuss initial steps for a strategic plan. Bill will be preparing basic use statistics. He will update the progress made in meeting the goals of last plan FY97- 02. He will look to see if some useful planning exercises from the planning guide for small libraries.

**h) Forum on Patriot Act:** Bill attended the meeting and found it to be very interesting.

## **6. Trustees Report:**

**a) ) Landscapers:** Lily and Phyllis continue to oversee spring clean-up by a landscaper – raking and weeding. In addition to the dawn redwoods, Bill Place has agreed to have a dead tree cut and removed from the exit drive side of the property.

## **7. Old Business:**

## **8. New Business:**

## **9. Adjournment**

**Wireless System:** Mark Thompson (Town Tech Administrator), Bill and Anne Reilly (Head of Reference) reviewed 3 proposals. Two were approximately the same price \$5,500 and a second interview and final choice will be made within a month or so. This proposal will provide wireless connectivity to the Internet for library users with laptops or PDA's with compatible wireless functionality. Mark put a survey on the Town's site asking if residents would use this service. Of the 694 Sudbury library users that responded, 417 (60%) said that they would use this service. (This is in addition to the many requests for wireless service from regular library users.)

The advantages of installing a wireless system are:

1. Those library users who want the benefit of using their own laptop at the Library can do so. They will have immediate access to the Internet using their own hardware, software and files. In our current environment, we cannot offer personal laptop access without seriously compromising the security of the Town's system.
2. It allows the Library to provide greater user access to the Internet at a much lower capital investment. Currently we have to pay an annual fee for each additional Internet connection we add to our system and have to acquire a PC for each additional connection. The wireless system provides up to 150 connections – 30 in any coverage area. The internet service connection is offered at no cost by the Town's cable provider.
3. It should reduce the amount of staff time invested troubleshooting PC's and advising library customers on how to use our equipment and our software or how to undo what they have done. These library users will be working their own hardware and software – items with which they are familiar.
4. In the Community Meeting Room, and particularly in the Small Conference Room, it will make it easier for people to make (Power Point) presentations that rely on the Internet. Staff won't have to make a special connection to our wired system.
5. In time the staff will be able to take advantage of in-house applications – inventorying collections etc.