

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

Minutes

Present: Lily Gordon (chair), Barbara Pryor, Phyllis Cullinane, Jill Brown, and Bill Talentino.

1. Call to Order and Minutes (May, 2003): the meeting was called to order at 7:35. Lily welcomed Barbara as a new trustee. The May minutes were approved. (J. Browne/P. Cullinane)

2. Financial Report (May 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 the discrepancy and alerted them in early May. Have yet to get it rectified. The May and June electric bills may be less than estimated. Book budget spending is proceeding as planned – currently using trust and state aid for audio-visual and book purchases. Bill will see about carrying forward utility funds to meet the June/July bill that overlaps both fiscal years.

3. Friends Report: The Volunteers Luncheon was a big success. The volunteers were grateful to the Friends and the library staff. The Friends were generous with their time in preparing the luncheon. Hans was completely surprised and pleased with the gift he received and the commendation from the state. The Friends annual meeting will be on the June 10th. Bill has submitted a proposed budget to the Friends for FY04 for level funding. Bill is working with staff and with Lela on choosing a copier vendor.

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 from the old to new system begins June 23. Staff 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, Goodnow will be closed Monday and Tuesday, June 23 and June 24, open 9-5 on Wednesday the 25th and return to our normal schedule on Thursday. This plan will allow the staff to use Monday and Tuesday to train on the new system; organize all items returned from Sunday through Tuesday; and set themselves 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.

The trustees voted to support the plan and to use funds from Automation and or other sources for acquiring the system. (J. Browne/P. Cullinane)

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: the new Bulletin Board has arrived. The 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, Bill believes accommodating requests from various groups for bulletin board space will still be a problem. He will order acrylic flyer/bulletin holders for the unit so that some of this material can be available collectively by type as opposed to posting each individually and being able to display only a few.

f) Tutors: a tutor asked that the policy on private tutors be looked at again. The trustees decided to keep the policy as is – use of the study rooms or other areas by for profit tutors is not allowed.

g) Strategic Plan: Jill and Bill met to discuss initial steps for a strategic plan. They decided that Bill will begin to prepare basic use statistics. He will update the progress made in meeting the goals of last plan FY97- 02 and make preliminary suggestions for 2003 and beyond. He will look to see if some useful planning exercises from the planning guide for small libraries. Barbara and Lela will join Bill and Jill on the committee. Bill will send the information to the committee. Barbara asked if Bill would ask other MLN libraries comparable to us for recent plans.

h) Forum on Patriot Act: Bill attended the meeting and found it to be very interesting. At the end of the meeting he was asked by an individual about the

Library's record keeping regarding users. He said that the Library's policy is to keep only what is required by the MLN system.

6. Trustees Report:

a) **Landscapers:** Lily and Phyllis continue to oversee spring clean-up by a landscaper – raking and weeding. Bill reported that in addition to the dawn redwoods, the Town will have a dead tree cut and removed from the exit drive side of the property. This work needs to be done as soon as possible. In case the Town's service won't be able to do it for some time, she will have a tree company come out and give an estimate for doing this work.

7. Old Business:

8. New Business: Bill reported that the staff asked the trustees to consider establishing a fine (\$5) for not returning DVD inserts. The inserts are offer sought after information and seem to be disappearing with great frequency. The trustees felt that the fee was high and that perhaps photocopying inserts as spares would be a better approach. Bill will check with staff on the issues.

9. Adjournment: the meeting was adjourned at 9:00. (P. Cullinane/B. Pryor)