

Goodnow Library
Board of Trustees
Tuesday, May 6, 2003
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order

2. Interviews with Candidates for Trustee Position:

Lynn Matis – 7:30
Marie Royea – 7:45
Lisa Sheehan – 8:00
Barbara Pryor – 8:15

3. Minutes (March and April, 2003)

4. Chair Report *Lily, this is an agenda item that Hans initiated. Do you want to keep it? Bill*

5. Financial Report (April FY03): HVAC repair made - \$7,700. Expect will have funds for using budget for Children's Program Room and elevator repairs. Book budget spent as planned. Using trust and state aid for audio-visual and print – as planned.

6. Friends Report: Book and Bake sale a great success - \$15,000. The Friends and staff are working on the Volunteers Luncheon planned for Friday May 9 at noon. In addition to expressing our gratitude to all of our volunteers, Hans Lopater will be recognized for his efforts.

7. Director's Report:

a) Library Budget for FY04: if the Senate's budget is consistent with the House budget for FY04, then the Town budget that appears in the Town Warrant will be presented at Town Meeting. We won't have to take the reductions discussed at the last meeting - \$11,000.

b) MLN's New Automated System: as mentioned last month the 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 it is up and running smoothly. It is recommended that we do not check in items with the off-line system – can't identify reserves. At this time, the best case scenario is that the transition will be completed by Wednesday (June 25). Many libraries are closing one- three days to provide in-house training of staff on the new system and to organize items that have not been checked in – arrange on book trucks, in boxes and so on so that they can be checked-in efficiently and accurately. After several meetings of MLN committees and several staff meetings, we are recommending that we close Monday and Tuesday and open 9-5 on Wednesday and return to our normal schedule on Thursday. This will allow us to do the following: set-up circ training for all staff on Monday and Tuesday; handle all items returned from Sunday through Tuesday; and set ourselves up for Wednesday as the first day with the off-line or on new system. This will be an intense and involved change. Deborah, Betsy and Anne have worked out a detailed plan for the transition and this proposed schedule is an integral part of it.

Certain services will be suspending prior to and or during the transition

period. They include network requests, local requests and library card registration.

We are planning publicity and handouts for the event.

c) Request to use Historical Octagon: I have not heard back from the producer. He said that he was very interested in the educational component that we suggested. He was to get back to me about the insurance and other issues.

d) Wireless System: Mark Thompson and I met with a fourth vendor. This vendor just installed a wireless system in the Natick and Framingham libraries. We are waiting for the proposal. Mark has posted a survey question on the Town's website to public interest.

8. Trustees Report:

a)) Landscapers: Lily and Phyllis are overseeing spring clean-up by a landscaper – raking and weeding. The dawn redwoods died. Bill Place agreed to have the trees cut and removed. The stumps/roots will be taken care of later. I also spoke with Bill about putting us on his list for black top work. Portions of the berm along the driveway and parking needs to be repaired.

b) Exhibit Review Process:

9. Old Business: share ideas about strategic planning.

10. New Business:

11. Adjournment