

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

## Minutes

**Present:** Jill Browne, Bob Iuliano, Phyllis Cullinane, Carol Hull, Lilly Gordon (chair) and Bill Talentino.

**1. Call to Order:** the meeting was called to order at 7:30.

**2. Interviews with Candidates for Trustee Position:** the trustees met for fifteen minutes with each of the four candidates for the Trustees position: Lynn Matis, Marie Royea, Lisa Sheehan and Barbara Pryor. Bill Talentino was not a participant. At the conclusion of the interviews the trustees exchanged opinions and voted to make a preliminary recommendation for trustee, pending the outcome of the Selectmen's interviews with the candidates.

**3. Minutes (March and April, 2003)** the March and April minutes were approved. (C. Hull/P. Cullinane)

**4. Financial Report (April FY03):** Bill reported that the HVAC repairs were made - \$7,700. Depending on the remaining utility bills, he expects to have funds for the Children's Program Room tiles and or elevator repairs. (The utility bills are iffy because this has been such an unusual year in terms of weather and are utility bills.) Bill is using last year's totals as a rough estimate for this year. The Town appropriated Book budget has been spent as planed. As usual, the Library is using trust and state aid for audio-visual and print for the remaining months.

**6. Friends Report:** the Book and Bake sale were 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 as a trustee and as chair of the Building Committee. The trustees contributed toward a gift for Hans – a framed rendering of the Library.

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

**a) Library Budget for FY04:** Bill has been told that if the Senate's budget is consistent with the House budget for FY04, then the Town budget as it appears in the Town Warrant will be presented at Special Town Meeting. This would mean that the Library would not have to make 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. During the physical switch in systems, Minuteman libraries will be using an off-line system. Once the data etc is loaded into the new system and it is up and running smoothly, MLN libraries will switch to the Triple I system. It is recommended that we do not check in items with the off-line system because reserves cannot be identified. 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 once the new system is running. After several

MLN committees and several staff meetings, Bill and the library department heads are recommended that Goodnow close June 23 and 24, Monday and Tuesday, and open 9-5 on Wednesday. The normal schedule would resume on Thursday. This plan allows the Library to use Monday and Tuesday to set-up circ training and practice for all staff members, organize all items returned from Sunday through Tuesday; and to prepare for Wednesday as the first day with the off-line or new system. The migration to the new system will be an intense and complicated change. With some assistance from Anne Reilly and Betsy Mosher, Deborah Pellegrini, Head of Circulation, has worked out the details of our plan for the transition. She will provide most of the training.

Bill pointed out that certain services will be suspending prior to and or during the transition period. They include network requests, local requests and library card registration. The staff is planning publicity and handouts to announce these temporary limitations.

Bill asked the trustees for approval of the plan, including the closings. (B. Iuliano/C. Hull)

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

**d) Wireless System:** Mark Thompson and Bill 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 gauge 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 down and removed. The stumps/roots will be taken care of later. Bill also spoke with Bill Place about putting us on his list for black top work. Portions of the berm along the driveway and parking need to be repaired.

**9. Old Business:** everyone shared ideas about strategic planning. A committee will be established to work on a strategic plan. Jill agreed to be on the committee. At the next meeting Bill will distribute a form for identifying and assigning levels of support for basic library roles in a community.

**10. New Business:** Bill mentioned that he was invited to attend an open forum sponsored by the Town Democratic Committee to discuss the Patriot Act. He explained that the Act has generated considerable discussion and concern in the library field and that he was interested in the opinions of others. He was not inclined to participate in the discussion and, if he made comments, he would be extremely careful to identify them as his own.

**11. Adjournment:** The meeting was adjourned at 9:40. (B. Iuliano/J. Browne)