

Goodnow Library
Board of Trustees
Tuesday, Nov. 4, 2003
Goodnow Library, Historical/Trustees Room
7:30 p.m.

Minutes

Present: Bob Iuliano, Carol Hull, Lily Gordon (chair), Jill Browne, Barbara Pryor and Bill Talentino

1. Call to Order and Minutes: The meeting was called to order at 7:32. The Minutes were approved with several minor corrections. (B. Iuliano/J. Browne)

2. Financial Report (Sept. FY04): Bill had nothing unusual to report on the FY04 budget.

3. Friends Report: nothing new to report.

4. Director's Report:

a) Library Budget for FY05: the trustees were given a draft of the budget narrative describing the Zero Dollar and Zero Growth budgets and the Incremental increase requests. The trustees discussed options for achieving the Zero Dollar budget. They agreed with the plan to use savings in the Cleaning Contract and Office Expenses to offset salary step and COLA increases. The trustees also agreed to recommend to the Town Manager that the budget not be reduced beyond these offsets in order to absorb the additional \$1,300 represented by the salary increases. The budget narrative will identify areas of the budget where the additional money could be taken and the impact on service. If needed, Bill could make the additional reductions quickly.

b) Sprinkler System Recall: Bill contacted the manufacturer again about the need to photograph each type of sprinkler head. To insure that the right replacements are sent out, a photo of each type of head actually used in the building is required. Bill thinks that most of the heads can be photographed without much fuss. He will get to this as soon as possible.

c) Wireless System: Mark Thompson Bill and Anne have now met with both finalists. The price quote of the second vendor has gone up substantially, in part based on a change in the equipment recommended. We might want to add one or two things in the higher proposal to our plan. Mark is evaluating the proposals. A decision should be made in two-three weeks. The trustees reviewed again the anticipated benefits that the system offered.

d). Meeting Room Policy: the current policy allows meeting of political parties but not meeting for the purpose of promoting a particular candidate. A recent decision regarding Framingham Public Library's Meeting Room policy and material from the American Library Association and the Anti-Defamation League caused Bill to wonder about the appropriateness of this portion of the policy. He worried that its constitutionality could be challenged successfully. The policy states that the Library will make the room available for meetings that "serve an educational, cultural, philanthropic, or civic purpose". It would seem that a political meeting to promote a

particular candidate – is educational and civic in purpose. To deny this particular type of meeting might leave the Library open to the challenge that our policy is based on promoting or discouraging particular educational or civic meetings based on their content. This is how the Town Counsel for Framingham viewed the situation and Paul Kenney concurs.

A request by an individual to hold a Wesley Clark for President meeting at Goodnow prompted the review. He had seen that Framingham had a similar meeting for another candidate. The meeting was for Monday, November 3, prior to the trustees meeting. Bill spoke with Lily Gordon and then contacted Paul Kenney. Based on these conversations he approved the meeting. Another group has since contacted us about a meeting for a different candidate. Given the date of the meetings and the information he had, Bill decided to err on the side of the people requesting the room. Below is the portion of the current policy that addresses political meetings.

PURPOSE OF MEETINGS

As a public service, the Trustees of the Goodnow Library make the Library Meeting Room available to local groups and organizations for meetings, which will serve an educational, cultural, philanthropic, or civic purpose.

Political groups whose purpose is to foster a discussion of political issues of interest to citizens, regarding town, state or national matters, may use the Meeting Room. Political meetings sponsored by a political party for the party's benefit are also allowed, but political meetings for the benefit of one candidate are not allowed.

Bill suggested that removing “*but political meetings for the benefit of one candidate are not allowed*” from the last sentence.

The trustees were unsure of the need to change the policy. Bob Iuliano agreed to investigate the matter and speak with Paul Kenny.

e) DVD and CD Inserts: security and fines: the staff is still waiting for additional information on these issues.

f) Bulletin Board: Bill gave quick review of the policy for the new bulletin board to be certain that the trustees and staff were in agreement. The board will be used to collect and display on-going educational cultural and recreational resources in the Sudbury area including for profit tutoring, private schools, craft and other courses. Given the limited space (one side) preference will be given to Sudbury resources and flyers etc. 8.5 x 11. Items will be posted for 30 days. Items will be kept in the acrylic holders for up to a year.

g) Patriot Act: the trustees reviewed the revised policy that was sent to the Town Counsel for review. Several minor grammatical changes were suggested. Bill mentioned that the Counsel had approved the policy.

h) Speed Read Collection Update: policies and procedures are in place. The collection will be ready to circulate next week

6. Trustees Report:

a) Strategic Plan: Barbara Pryor asked the trustees to review the outline and narrative of the plan and pass on any suggestions etc. to her. She would like the input over the next two weeks. She hopes to distribute the outline to others for review soon.

7. Old Business: Lily reported that fire chief Mike Dunn agreed to include the Library in the Town's Disaster Plan. Bill will be getting sample Disaster Plans from the Mass. Board of Library Commissioner's.

8. New Business: Bill distributed the latest trust fund report from the Town.

9. Adjournment: the meeting adjourned at 8:45. (B. Iuliano/B. Pryor)