

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

## Minutes

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

**1. Call to Order and Minutes (Sept., 2003):** the meeting was called to order at 7:40. The minutes of the September meeting were approved with minor corrections – spelling and grammar.

**2. Financial Report (Sept. FY04):** there was nothing unusual to report on the FY04 budget.

**3. Friends Report:** Bill reported that the Friends agreed to pay for an upgrade to the software used to maintain the Sudbury Archives budget (\$3,000). The paperwork for the new copiers has been processed. The staff and public seem pleased with the copiers.

**5. Director's Report:**

**a) Library Budget for FY05:** the trustees had received a preliminary overview of FY05 in preparation for the meeting. The material included a draft for a “level effort” budget cost increases needed to maintain a level effort- step and longevity increases, estimates for cost increases in maintenance, utilities, supplies and books. It included anticipated savings in the Cleaning contract and General Expenses. There were recommendations for “Incremental Increases” and a Library’s Long Range Capital Plan. The Plan identified carpeting and painting as major expenses for the latter part of the Five Year Plan.

The overview went out prior to the Town Manager’s meeting with department heads concerning FY05. Bill reported on how the guidelines given at the Town Manager’s meeting impacted FY05 budget preparations. Departments will be asked to submit two budget proposals – a Zero Dollar budget and a Growth budget. In the Zero Dollar budget the bottom line for the FY05 budget will remain the same as FY04. All obligatory increases, such as, step and longevity increases, and contracted service increases must be offset with reductions in other areas of the budget. However, reductions in staff are to be avoided. In the Zero Growth budget, increases to maintain level effort are to be added to the budget. Salary increases and price increases for utilities are to be shown as part of the budget. The Town Manager suggested that there was little or no chance for incremental cost increases – adding or increasing a service.

Bill will prepare a preliminary budget based on this information. The trustees agreed that identifying important incremental increases was important. The trustees supported the Long Range Plan.

**b) Sprinkler System Recall:** Bill contacted the manufacturer of the sprinkler’s on recall and received the recall application material. Bill met with Mike Melnick of the PBC to review the construction drawings for the sprinkler system to verify the types and location of sprinklers used. Bill hopes that the documentation required in the

application can be done in-house.

**c) Wireless System:** Mark Thompson Bill and Anne met with one of the two finalists. They were pleased with the revised proposal. The cost remains the same. It includes installing the system so that wires do not show. Bill is still waiting to meet with the second vendor. According to the first vendor the job can be done in a few days. With either vendor, the project won't start until sometime in December because the new "G" standard for wireless systems comes out that month and it doesn't make sense to install the "B" standard only to replace it a month or two later.

**d). Meeting Room Fee:** the trustees agreed to revise the policy. They removed the clause that pro-rated cost for those groups meeting more than four times a year. (J. Browne/L. Gordon)

**e) DVD and CD Theft and Fine for Taking CD and DVD Inserts:** Bill said that the staff is still gathering information on these issues. The shelving proposal is quite expensive. We are trying to evaluate a new type of security case for DVD's and CD's. Sheila Noah is the Library's representative to MLN's A/V Roundtable she will try to get information on options for security and for the range of fees charged for inserts at their October meeting. She did not get much of a response through e-mail.

**h) Patriot Act:** the trustees had approved a rough draft of a policy last month. Several suggestions were made for modifying the final draft – enclosed. Bill was instructed to send it to Town Counsel for approval.

**i) Speed Read Collection Update:** Procedures etc. are in place. Labels are on order. The Speed Read collection should be available next month.

## **6. Trustees Report:**

**a) Strategic Plan:** Barbara Pryor reported that the committee has had several meetings. The members reviewed the existing strategic plan, looked at strategic planning material provided by the MBLC, and produced several drafts of an outline for a strategic plan for the next 3-5 years. Once the outline is completed and an introduction written, the trustees will receive copies for comments and suggestions.

**7. Old Business:** none

**8. New Business:** none

**9. Adjournment:** the meeting adjourned at 9:15. (P. Cullinane/C. Hull)