

Goodnow Library
Board of Trustees
Tuesday, Sept. 2, 2003
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (June, 2003)

2. Financial Report (June FY03 and July/August FY04): FY03 balanced out. A small amount was carried forward for electric bill that overlapped into FY04. The FY04 budget is going well so far.

3. Friends Report: The Friends and staff scaled back on the Fourth of July Book Sale due to the labor involved. The Friends passed a budget for FY04 that is a slight increase over FY03. Bill will ask for special funds to establish an Instructional/Educational DVD collection. Working with the Friends, Hans Lopater contacted Lotus Blossom and Sudbury Farms for donations towards the wireless system. His requests were a success. Donations totaling \$3,500 were made.

The Friends and staff have evaluated copier options – the lease agreement with Xerox expired in FY03. After working with the staff to identify our needs, proposals were sent to a number of vendors. Digital Business Solutions were chosen. They will provide new Panasonic copiers in a four year lease agreement. The lease and service contracts are much less than with Xerox. The machines will meet user and staff needs. The new copiers will be installed on Sept. 2.

5. Director's Report:

a) Library Budget for FY04: the Town budget that appeared in the Town Warrant and passed at the Special Town Meeting had a small reduction (\$500) in the Book budget and increase in Office Expenses from the FY03 budget. A significant and unusual repair will need to be made soon – an evaluation of our sprinkler heads. It seems that one type of sprinkler head used in our building is on a recall alert. The review will be \$950. The review must be done in order to document the problem for the manufacturer. The manufacturer is responsible for replacing them at no cost to us. Since our FY04 cleaning contract will be less than anticipated, this unexpected cost will not be a problem. See “d: Cleaning Contract”.

b) MLN's New Automated System and Increased Activity: the physical switch in systems took place on June 23 as planned. MLN relied on an off-line system for four days. The plan for closing the Monday and Tuesday, June 23 and June 24 of that week for training, and only opening 9-5 on Wednesday the 25th worked out well. With the assistance of Betsy Mosher and Anne Reilly, Deborah Pelligrini provided two effective days of staff training and practice. It was a major undertaking by Deborah and well done.

The new system has contributed to the difficulty circulation staff in particular staff has been experiencing to keep up with circulation activities. The new system makes it much easier for users to request items not available from their home libraries and the requests are filled much quicker because the system automatically selects an available item from another library. (In the old system, a staff member would review

all requests before they went to another library to be filled.) A significant increase in network requests is the result. Processing the items is labor intensive. The adult circulation staff is struggling with this operation while maintaining adequate desk coverage. As a result, some circulation tasks are being re-allocated. Children's is taking Museum pass reservations and Reference is helping with calling users about reserves. The Friends' newsletter has a call for more volunteers to help with specific tasks at specific times. It will be followed by an article in the paper.

We are also looking at small capital investments to ease the situations. We acquired more scanners so that staff can perform circulation and other functions more easily from any staff PC. We will be getting more book carts so that items can be moved and temporarily stored more efficiently. I will be asking our telephone system vendor to meet with us to see about time saving possibilities in terms of directing calls. Other notions will be entertained as we think of them.

c) Wireless System: Mark Thompson met with Bill and Anne reviewed the 3 proposals in June and narrowed the choice to two vendors. The summer has been extremely busy for Mark's department. The vendor selection will be made in September.

d) Cleaning Contract: The current contract went to a new vendor – Clean Link Inc. Clean Link had the lowest bid and solid references. So far the service has been commendable.

e) Theft: recently we have experienced a problem with people taking DVD's and CD's (popular mostly) from their cases and walking off with them. The usual solutions to this problem are labor intensive and require work space – relying on a detection system or locking each item in a larger case that has to be removed and re-installed with each circulation. I am contacting our shelving vendor to see about acquiring additional shelving that would put both of these items close to the Reference Desk. Many years ago we had a similar problem when we first started acquiring CD's. We solved the problem by moving them closer to the Circulation Desk.

f) Establishing a Fine for Taking CD and DVD Inserts: this was brought up in June and the trustees didn't think the information presented merited this step. Unfortunately, I did not prepare for the questions as well as I should have. I will provide more details at the upcoming meeting.

g) Strategic Plan: some preliminary thought and fact gathering done over the summer. Jill, Lily, Barbara, Lela and Bill meet in September to begin the process.

h) Patriot Act: a number of libraries have a basic procedure in place for handling any ambiguity for staff in this situation, for example designating who on the staff should handle the situation, when to contact the Town Counsel, or when to just step aside. A staff member has asked about a policy and so has a user. I will bring a short and simple sample policy/procedure establish by another library to the meeting.

i) Speed Read Collection vs. Rental: we established the Rental Collection about 10 years ago as a way of easing the demand and reserve list for high demand items at a time when our book budget was being cut. For one dollar a user could borrow a high demand item instead of waiting on a reserve list for our regular copy(s). There were no reserves on the rental copies. The money earned went into purchasing additional rentals. The collection does circulate as often as we hoped – minimizing its impact

on reducing reserve lists. Some people do not want to pay a dollar. A number of libraries have moved away from rentals and have established “speed Read” collections. This high demand collection circulates for one week and cannot be reserves or renewed. It has been popular and effective in other libraries. The circulation staff believes that it could establish the collection while staying within our existing budget. It would save staff time as well. I will provide details at the meeting.

j) Circulation: the adjustment for the staff and Head of Circulation is still in progress.

k) Fence for Entrance Area: details at meeting.

l) FY04 Trust Fund Budget: each year we present a proposal to the Trustees of Town Donations. Attached is a recommendation for FY04. It is the same total as FY03.

6. Trustees Report:

a)) Landscaping: The dawn redwoods and dead tree on exit drive have been removed. A number of trees along the exit drive have been seriously damaged by rodents and ice and need to be removed. The Town will include this work as part of an overall tree removal plan.

Lily, Phyllis and Bill recommend that the Library’s landscaping be evaluated to see if reasonable modifications could be made that would reduce ongoing maintenance – in particular weeding. Funds from Contracted Services could be used for this purpose.

7. Old Business:

8. New Business:

9. Adjournment

Recommendation for Allocation of Goodnow Trust Income for FY04

A. Goodnow Library Trust:

\$15,500 for Library Materials, Staff Development and Small Capital Items (PC and peripherals)

a) Library Materials	\$9,500
b) Staff Development	\$2,500
c) Capital Items	\$3,500

B. Forest Bradshaw \$300 (History Books)

C. Lydia Raymond \$400 (Books)

D. Rhodes Memorial \$800 (Gardening Books)

E. Gorman \$581

To: Trustees of Town Donations
From: Board of Trustees, Goodnow Library
Re: Request for Library Trust Fund Income for FY04
Date: 9/3/03

FY04 Funds Request for Goodnow Trust Income

Request from Goodnow Library Trust:

\$15,500 (Library Materials, Staff Development
And Small Capital Items)

Request from Forest Bradshaw

\$300 (History Books)

Request from Lydia Raymond

\$400 (Books)

Request from Rhodes Memorial

\$800 (Gardening Books)

Request from Gorman fund

\$581

