

Goodnow Library
Board of Trustees
Tuesday, April 6, 2004
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes (March, 2004)**
- 2. Financial Report (March FY04):** nothing unusual to report on the FY04 budget.
- 3. Friends Report:** the Friends Book Sale took place the first weekend of April.
- 4. Director's Report:**
 - a) Revolving Fund Article:** the article is part of the consent calendar. If it is taken off the calendar, Bill will present and explain the article.
 - b) Patriot Act Resolution:** a Town Meeting article asks the Town to support a resolution to revise the Patriot Act. Henry Noer, a sponsor of the article, asked for a few minutes to speak with the trustees about it. (I am sending you the e-mail he sent me.) I put him at the top of agenda – 7:35.
 - c) Fees for missing inserts and other items:** the fee recommendations for missing inserts reflect the ranges discussed at a prior trustee meeting. Several other fees are recommended as well. They are for missing parts of items returned: A/V JanWay bags (Children's multi-media), maps and CD's (packaged with some books), tapes or CD's (audio-books) and other components of multi-media kits. I've enclosed the fee schedule. See below.
 - d) Personnel:** several important staff evaluations are coming up. I will be meeting with the Town Manager for my evaluation. If the additional FY05 funding is approved at Town Meeting, the Library will probably hire two more P-T staff.
 - e) Facilities:** making progress on sprinkler recall form. Work on replacing ballasts and lights for pendants to begin soon. Have several other electrical projects in mind. Have contacted architect about solution to run-off water collecting by stairs/sidewalk by the first drop off parking space.
- 6. Trustees Report:**
 - a) 5th Anniversary:** update from Lily.
 - b) Landscaping:** need to begin to set in motion plans for modifying landscaping – spring is here and fiscal year ends in June.
- 7. Old Business:** Reminder May meeting will be second Tuesday of the month with Friends.
- 8. New Business:**
- 9. Adjournment**

Recommended Fee Schedule for Missing Items

These recommendations update and or codify fees for missing items – components of material circulated. The material was returned with parts missing. Deborah Pellegrini looked at what several other libraries charged, spoke with staff and presented Bill with these staff recommendations. The fees reflect the cost of replacing the item per se. For missing items with barcodes, the staff time involved in re-processing material is reflected in the fee.

| | |
|---|-------------------|
| Replacing library card | \$1 |
| Replacing JanWay bags (hold books, cassettes and CD's) | \$6 |
| Missing barcodes –page from book ripped out or taken off bag or puzzle | \$2 |
| Missing insert with a barcode | \$3 |
| Missing maps/booklets/CD's as part of a book - if not integral to book | \$2 |
| Missing instruction booklets/CD's integral to material (have to repurchase entire item) | \$ = Cost of Item |

Missing cases:

| | |
|-------------|-----------------------------------|
| DVD | \$4 (includes barcode charge) |
| VHS | \$3 (includes replacing art work) |
| Jewel case | \$3 (includes barcode charge) |
| Audio books | \$8 (includes barcode, art work) |
| | \$5 (2 tapes cases) |
| | \$1 (1 tape case) |

Replacement of A/V material:

| | |
|--|---|
| DVD's actual cost | |
| VHS | \$12 |
| Music CD's | \$12 |
| Items from multiple sets (1 of 2 CD's or DVD's etc.) | depends on whether can purchase the missing part only. |

We will be putting up signs and putting labels on many of the items to alert users of responsibility and fees.