

Goodnow Library
Board of Trustees
Tuesday, December 7, 2004
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

- 1. Call to Order and Minutes.** The meeting was called to order at 7:45. The minutes were approved with several corrections.
- 2. Financial Report (Nov. FY05):** several HVAC and lighting repairs were made last month. Overall, the budget categories are fine. The report does not include utility bills for last month.
- 3. Friends Report:** The Friends membership drive is well underway. Bill and the Friends will use Dec. 2-3 to bring some order to the book sale donations. The Friends have agreed that this will be the final year for selling Entertainment Books. This effort takes up valuable staff time and does not generate a significant profit. The Children's department decided that the museum reservation software would be worthwhile investment. The Friends had agreed to fund it. The software enables users to reserve passes on-line. The product is set up with a number of safeguards to minimize abuse of the reservation system – people booking more than one pass a day and so on.
- 4. Director's Report:**
 - a) FY06 budget:** the final FY06 budget proposal reflected the changes recommended by the trustees. Bill met with the Town Manager and Financial Director on November 10th to review the budget proposal. It seemed to go fine. The Town Manager plans to review significant requests with Department Heads as part of the process of setting priorities. Her recommendations will then go to the Fin Com.
 - b) Personnel:** Anne Reilly's last day as a full-time employee is December 5. She will work part-time in her position until January 31. She will be working 12 hours a week - focusing on her off desk duties. Bill filled the two temporary part-time Reference Librarian positions needed for the desk coverage Anne provided as a full-timer. They will get additional hours when she leaves entirely. The understanding is that the temporary staff will be employed at least through February and possible until June. The extension depends on the status of our proposal to add part-time reference hours permanently in order to free up the new Adult Services/Reference Librarian to carry out more duties equivalent to an Assistant Director. We are fortunate that the two temporary employees have a great deal of reference experience with Minuteman libraries. One is working at Framingham and the other just retired from Natick. We also filled the library clerk position. We are fortunate in this situation as well. The person we hired also works as a Library Clerk in Wayland. Training will be minimal.
 - c) Facilities:** the French drain and the roof modifications seem to have helped our situation. We have not experienced flooding along the base of the exterior stairs.
 - d) Shelving:** Bill has not had time to put together a proposal for adding shelves based on the prices we received from the vendor.
 - e) Self Checkout System:** Bill reported that large business, such as Wal-Mart, are pushing their suppliers to provide products with RFID tags. This trend should lead to standards for tags and a reduction in their cost.

6. Trustees Report:

a) Strategic Plan: Barbara reported that the user survey is still under construction. Once it is completed, the results will be factored into the strategic plan outline. The plan will then be given to trustees and staff for comment. The trustees were impressed with the survey, but questioned its length. Bill said that he would send a copy to the survey consultant who designed the survey analysis software that the Library purchased. The consultant agreed to review it. Mark Thompson is still refining the software template for composing the survey.

Discussion turned to methods of distributing the survey. The survey will be available on the Town's web site. Hard copies will be at the Library. Suggestions included using school web sites, church newsletters and web sites, the Town Crier web site as well as making hard copies available in various town offices.

7. Old Business: None

8. New Business: None

9. Adjournment: the meeting adjourned at 8:40. (C. Hull/B. Pryor)