

Goodnow Library
Board of Trustees
Tuesday, Feb 3, 2004
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes (Jan., 2004)

2. Financial Report (Jan. FY04): nothing unusual to report on the FY04 budget.

3. Friends Report: the Friends will be purchasing a shelving unit for “for sale” books for the area to the right of the staircase.

4. Director’s Report:

a) Library Budget for FY05: the Town Manager presented the Fin Com with an overview of the total budget for all Town departments – not schools. Her presentation described the level dollar budget and the three percent increase budget. Maureen did use examples from specific departments to describe the impact of the two budget proposals. She did not discuss each individual budget. The Fin Com has a FY05 budget package that has summaries of the individual budget proposals. The presentation lasted about an hour. There were no questions from Fin Com.

b) Wireless System: the system is installed and tested. The vendor provided helpful documentation. We will be working with Barbara Pryor on publicity.

c) Temporary P-T Reference Librarian: the temporary substitutes are in place.

d) New Telephone Configuration: thanks to the efforts of Mark Thompson and Brian Powell the telephone system has been modified so that it operates more effectively for the staff and provides several options for communicating more effectively with users. Mark made all of the arrangements with the telephone vendor for re-programming the system at no cost to us.

e) Historical Society: we have agreed to allow the Historical Society to place an exhibit in the display case outside of the Historical/Trustees Room each month for the near future – six months to a year. We have had only a few displays in it. When we finish inventorying our historical material we will have more displays, but that is some time off.

f) Speed Read: the speed read collection is a great success. Items are circulating with far greater frequency than with the rental collection.

g) New Year’s Eve: request that with revise the policy for closings on New Year’s Eve for when it falls on Tuesday –Thursday. The current policy says we close at 5 p.m. I would like to recommend 4 p.m. This allows staff a little more time for their preparations for the evening. The 4-5 hour is slow on New Year’s Eve.

h) Friends and Trustee Joint Meeting: I have been thinking about how we could create more opportunities for interaction between the Friends and Trustees. One suggestion is to consider having a joint Friends/Trustees meeting every third or fourth meeting month. The Friends usually meet the second Tuesday of each month. We could ask that they meet the first Tuesday every third month and that we have a combined meeting for the first half hour. Many of the Friends and Trustees have not met each other. This would put a face with a name and allow for a brief exchange of ideas.

6. Trustees Report:

a) Strategic Plan: Barbara will give an update.

b) Meeting Room Policy: update on political meetings.

7. Old Business:

8. New Business:

9. Adjournment