

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

## **Minutes**

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

**1. Call to Order and Minutes (Jan., 2004):** the meeting was called to order at 7:35 and the minutes were approved. (B. Iuliano/J. Browne)

**2. Financial Report (Jan. FY04):** nothing unusual to report on the FY04 budget. Bill will look into applying surplus from personnel to Library Materials. Phyllis agreed to work with Lily on landscaping needs that can be met in this fiscal year. The goal will be to modify the existing scheme so that the Library is better able to maintain the grounds.

**3. Friends Report:** the Friends will be purchasing a shelving unit for “for sale” books for the area to the right of the staircase. This will allow the Friends to display and sell more books throughout the year. The Friends are focusing on increasing membership and participation among younger families in Town.

**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. The next step is for the Fin Com to finalize its recommendation(s) for Town Meeting.

**b) Wireless System:** the system is installed and tested. The vendor provided helpful documentation. We will be working with Barbara Pryor on publicity. Barbara plans on contacting each of the donors and arranging for a photo to be included with the article.

**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 – approximately three-to-one.

**g) New Year’s Eve:** Bill requested that the trustees revise the policy for closings on

New Year's Eve when it falls on Tuesday –Thursday. The current policy says we close at 5 p.m. Bill recommended 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. Approved. (P. Cullinane/B. Iuliano).

**h) Friends and Trustee Joint Meeting:** Bill presented an idea for creating more opportunities for interaction between the Friends and Trustees. He suggested having a joint Friends/Trustees meeting every third or fourth meeting month. The Friends usually meet the second Tuesday of each month and the Trustees the First Tuesday. We could discuss that the Trustees or Friends switch their meeting night- or alternate switching, every third month and 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. The Trustees were all in favor of the idea. Bill and Lily will speak to the Friends.

## **6. Trustees Report:**

**a) Strategic Plan:** Barbara thanked the trustees for the suggestions and questions that they submitted regarding the draft outline for the Strategic Plan. The Committee will meet soon to incorporate the suggestions etc. Barbara will update the trustees at the next meeting.

**b) Meeting Room Policy:** Bob reported that he did have a conversation with Town Counsel about the Meeting Room policy's clause covering political meetings. Paul Kenney believes that the clause allowing certain types of political meetings can be eliminated, but he will look into the matter further. Bob had told him the Framingham had recently dealt with this type of issue. Paul will check with Framingham's legal counsel. The trustees discussed the various arguments for allowing or excluding meetings of a political nature. The trustees will base their decision on Town Counsel's recommendation. Exceptional situations for use of the meeting rooms could be presented by the director to the trustees.

The trustees did decide that the policy should address the possibility of security. A particular meeting could raise concerns about security. The policy should discuss the issue and establish that the cost of security would be the obligation of those presenting the meeting. Bob agreed to look at this aspect of the policy.

**7. Old Business:** none

## **8. New Business:**

**a.)** At a prior meeting Bill mentioned the possibility of having a fifth anniversary for the new Library. The official anniversary will be Sunday April 11. National Library Week starts April 18. Bill suggested an open house on the 18<sup>th</sup> or 25<sup>th</sup> with light refreshments. He said that Mark Thompson agreed to help with putting together a slide show. The donors listed on the main plaque, town officials, PBC members, project participants, state officials, Friends staff, volunteers and general public could be invited. The Library would not be open for business that afternoon.

The Trustees supported the idea. Lily said she would work with Bill and others to put it together.

**b.)** The March trustees meeting will be switched to Wednesday March 3, due to election day.

c.) The trustees will meet for dinner on Sunday March 21 at Lily's home as a retirement send off for Phyllis.

**9. Adjournment** The meeting adjourned at 8:50. (C. Hull/J. Browne)