

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

AGENDA

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

2. Financial Report (Dec. FY04): nothing unusual to report on the FY04 budget. The report identifies the portion (percentage) of the budget year covered by the report.

3. Friends Report: Friends did not meet in December.

4. Cable Committee Proposal: as reported at the December meeting, the Town's Cable Committee is working on a proposal for the trustees and Friends to consider. The Committee's proposal calls for wiring and equipping the Community Meeting Room to support video recording (taped and live broadcasts) of meetings, lectures etc. held in the Room. The Meeting Room and Projection Room would be set-up in the same manner as Lower Town Hall to support this activity –three cameras strategically placed to record the speaker, screen and audience. This system produces professional looking video recordings and can be operated by one person. The Town Hall system is used for recording many of the Town's board and committee meetings. The Committee is interested in offering the community the opportunity to record other types of meetings, including lectures and performances, such as those sponsored by the Friends and other groups that use our Room. Town Hall isn't a viable option for these meetings.

Bill contacted Don Ziter of the Cable Committee to update him on the questions and concerns that the trustees had raised about the proposal at their December meeting. I told Don that the trustees felt it was important to pass on this information to the Cable Committee before Committee members appeared in January. I emphasized that the trustees were grateful to the Committee for considering the Library for a proposal. I mentioned that in evaluating any proposal the trustees consider the potential value/need of a proposal to library users and the impact of a proposal on other uses of the facility, on the staff, on policies and procedures and on the operating budget. I said that the trustees' primary concern was the level of demand for this service/resource. Based on the existing activities and requests for the Meeting Room by community groups and the Friends, they questioned whether there was a significant need or interest in this additional functionality. Since this would not be a nominal capital investment, perhaps the funds (\$14,000 to \$18,000) would be better spent elsewhere to support this purpose, for example LSRHS, or for a different purpose. Don thanked me for the input. He reported back to the Committee. Several Committee members will attend the January Meeting to discuss the proposal with the trustees. They are scheduled for 7:45.

5. Director's Report:

a) Library Budget for FY05: the Town Manager submitted two budgets to Fin Com. - a Zero Dollar budget and a budget with a 3 percent increase. The Zero Dollar budget for the Library was the budget we had submitted. Under the budget with a 3 percent increase, the Library budget shows an increase in salaries for additional staffing and a

small increase in the Library Materials budget -@ #2,100. Prospects for the latter Town budget are not good.

b) Wireless System: Based on the Town's web site survey and the few responses that Bill received from MLN libraries, Mark Thompson told the vendor to install the system without the "a" protocol. The system will have the capability of supporting a third protocol if needed at a future date. If this should happen some additional wiring would be required. The system should be installed before the end of December.

c) Temporary P-T Reference Librarian: Krista Armstrong-Moon will be going on maternity leave in January and for a brief period after she returns will be working a reduced schedule. Two people are needed temporarily to fill-in most of her schedule. One person has been hired. Bill is interviewing people for the remaining hours.

d) Annual Report: the report is due January 2nd. Based on the suggestions from the December meeting, a draft of the report was e-mailed to trustees for comment. Responses are due December 30th. Bill will modify the draft and submit the final version by the deadline and e-mail the final copy to trustees. Trustees will sign copy at the meeting.

e) DVD's and Inserts: we are still investigating/experimenting with options. We are using a new type of DVD case that offers some security.

f) R.R. Station Painting: a painting of the Sudbury Railroad Station was donated to the Library the Baldwin family. We need to decide where to hang it.

g) McNoughton Plan: Bill will have selection material and copies of McNoughton titles to show trustees.

h) Lighting: an electrician has replaced a number of ballasts for the recessed lights. He re-configured one of the pendant lights so that it would operate with a circular fluorescent bulb. If this experiment works, will have him change the other problematic pendant lights as well.

i) Book Sale Shelving: the current arrangement for selling books on an on-going basis is not particularly effective or attractive. Staff and Friends have been discussing the possibility of acquiring a larger unit for books for sale. One possibility is to put a two-section unit on the wall where the first floor copier resides. The copier and Coleman painting would have to be moved. The Friends would pay for the unit.

j) Landscaping: the brush and limbs have been removed from the back of the lot.

k) Article for Revolving Fund: the meeting rooms' revolving fund has to be approved by Town Meeting each year. Trustees will need to sign a copy at the Jan. meeting.

6. Trustees Report:

a) Strategic Plan: Barbara will give an update.

b) Meeting Room Policy: update on political meetings.

c) Trustee Elections: a reminder.

7. Old Business:

8. New Business:

9. Adjournment