

Goodnow Library  
Board of Trustees  
Tuesday, June 1, 2004  
Goodnow Library, Historical/Trustees Room  
7:30 p.m.

## Minutes

Present: Carol Hull, Jill Browne, Lily Gordon (chair), Carolyn Anderson, Barbara Pryor and Bill Talentino.

**1. Call to Order and Minutes.** The meeting was called at 7:42. The minutes were approved. (J. Browne/C. Hull)

**2. Financial Report (May FY04):** Bill described the plans he set in motion for using funds for capital expenditures and special repairs, such as, ballasts, lights, drainage, shades, Network and Meeting Room technology. He expects to use all available funds and carry forward some funds for year end electric bill that covers part of June and July.

**3. Friends Report:** the Friends will have its annual meeting on June 8 at 7:30 at the Wayside Inn. Bill will present the annual budget request for AV material and special children's program funding. He will speak to the Friends about the possibility of acquiring a CD and DVD cleaner/repair unit and software to manage museum passes and meeting use. The Friends and staff will have a luncheon for our volunteers at noon on June 15.

**4. Director's Report:**

**a) Personnel:** Bill and department heads are still evaluating options for using the additional FY05 funds for staffing and for re-allocating hours and responsibilities of two vacancies.

**b) Director's Goals:** Town Manager completed her evaluation with Bill. She established a new goal. The director is to provide a quarterly report to the Town Manager and Selectmen that describes activities, accomplishments and so on of the Library.

**c) Facilities:** there will be several needs that are not addressed by the FY04 budget surplus. For FY05 will want to look at painting exterior trim of 19<sup>th</sup> century wing and two or three other items. Bill Place will help resolve problems with run-off water from the 19<sup>th</sup> century wing this fall.

**5. Trustees Report:**

**a) Landscaping:** Significant progress has been made. Phyllis Cullinane received a number of free plants from Cavicchio Greenhouses. The tree work should begin in mid-June.

**7. Old Business:** Barbara Pryor reported on the Strategic Planning Committee. The committee plans on meeting in July. Bill is working on statistics for the Committee. Committee members will e-mail each other through the summer.

**8. New Business:** Lily Gordon announced that there is a possibility that the Library will be involved in the 2005 Strawberry Concerts.

**9. Adjournment:** the meeting adjourned at 8:45. (B. Pryor/C. Hull)