

Goodnow Library
Board of Trustees
Wednesday, March 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 (Feb., 2004) the meeting was called to order at 7:35. The minutes of the February meeting were approved. (C. Hull/J. Browne)

2. Financial Report (Feb. FY04): nothing unusual to report on the FY04 budget. Bill will request that surpluses in Office Expenses and Personnel be transferred to Library Materials.

3. Friends Report: the Friends supported the plan to set up joint meetings of the Trustees and Friends. May 11 seemed to be the first likely date. The plan is to have a shared meeting for the first half hour and then break up for the individual meetings. The Friends were also pleased to support the idea of celebrating the 5th Anniversary of the new Library. The Friends suggested several programs for it. Lily will follow up on the ideas. The Friend's Book sale is coming up-April 1-4.

4. Director's Report:

a) Library Budget for FY05: the Fin Com's recommended budget for Town Meeting will include additional funding for the Library. It equals about 60 percent of the incremental increases that we had requested. If it is supported at Town Meeting and if state aid projections remain unchanged, Goodnow will have additional funds for staffing and library materials in FY05.

b) Wireless System: the system is operating. We have gotten positive feedback. Barbara Pryor has submitted publicity to the local papers. We are waiting for training on the statistical reporting component of the system.

c) Pendant Lights: Bill met with the Library's electrician, architect and a supplier to review a proposal for changing all of the ballasts and bulbs for the pendant light fixtures. The 38 fixtures have been an on-going problem. The ballasts can be replaced and new light bulbs installed within the next few months for approximately \$4,500. The trustees approved the proposal.

d) PLA: Bill reported that the convention was excellent. A number of programs provided information and guidance on matters important to Goodnow, for example, self-checkout technology.

e) McNoughton: the trustees received a short presentation on the McNoughton system.

f) CD inserts: The issue of fees for CD and DVD inserts that are removed from cases and several other fee related issues were discussed several meetings ago. The staff is close to completing their survey of options. The recommendations will be presented next meeting.

g) State Aid: Goodnow received \$17,700 in state aid for this year - \$1,100 less than last year.

h) Goodnow Portrait: Bill is looking into a request to add a portrait of a Goodnow family member to our collection. The standards used in assessing similar requests in the past are the historical importance of the item and the amount of space/maintenance required. Bill will speak with Hal Cutler.

6. Trustees Report:

a) Strategic Plan: Barbara Pryor reported that the Committee revised the latest draft to reflect suggestions from the Board. Bill will be working with the staff on getting specific data on each section of the Plan –beginning with the Building section.

b) Meeting Room Policy: Bob presented a revised policy for trustee approval. It is based on a review of policies of other libraries and a discussion with the Town Counsel. The revised policy does not set restrictions on meetings of a political nature. Political meetings will be treated like any other meeting and, as such, do not need to be cited in the revised policy. This proposal is consistent with other library policies regarding intellectual content of library materials and programs. The new policy does make a stronger statement about user responsibility if in the opinion of the trustees a specific meeting requires security measures for the safety of patrons or Library property. The applicant will be responsible for all security/safety costs the Library incurs. Approved. (B. Iuliano/B. Pryor)

c) Trustee by-laws: this will be one of the topics that will be taken up in the Strategic Plan. Somerville Library is revising their by-laws and is gathering by-laws from other libraries. Bill asked Somerville to pass on any insights. Somerville mentioned that Wellesley has an interesting “collective Authority of the Board clause”. It states that decisions are made as a collective body. No individual member may make decisions or act for the Board unless specifically authorized to do so by majority vote of the Board. Issues such as this and appropriate communication among trustees and trustees with the director and staff will be addressed.

7. Old Business: 5th year Anniversary. Lily described some of the options being evaluated. The trustees agreed on dates for the celebration – a program for the major donors and boards and groups that participated in the project and an open house for the public. The former will be Friday evening, April 30 and the latter Sunday afternoon, May 2.

8. New Business: Carol asked that thought be given to revising the Exhibit Policy to allow for pricing objects. Some committee members feel that the lack of pricing information reduces the interest of some exhibitors in having a show at Goodnow. Bill raised the issue of being consistent in policies regarding commercial and for profit activities. The exhibits are a highly popular experience for library users and should be encouraged. Perhaps more thought could be given to ways in which exhibitors could convey to viewers that pricing information is readily available via telephone calls, e-mail or the Internet. Bill often gets inquiries about exhibitions. His experience has been that the three year waiting period is what discourages potential exhibitors.

The trustees usually don't meet in April because of Town Meeting. The trustees agreed to have an April meeting..

9. Adjournment: the meeting adjourned at 8:50. (J. Browne/B.Iuliano)

