

Goodnow Library
Board of Trustees
Tuesday, May, 11 2004
Goodnow Library, Historical/Trustees Room
7:30 p.m.

Minutes

Present: Barbara Pryor, Carol Hull, Carolyn, Anderson, Lily Gordon (chair), Jill Browne, Bob Iuliano, Bill Talentino and officers of the Friends of the Goodnow Library.

- 1. Call to Order:** the meeting was called to order at 7:30. The minutes from the April meeting were approved. (C. Hull/B. Pryor) The trustees welcomed Carolyn Anderson, new trustee.
- 2. Friends Report:** the Trustees and Friends had a joint meeting for the first half-hour. Officers of the Friends and trustees introduced themselves to each other. The trustees expressed their gratitude to the Friends for the tremendous support that the Friends provide. Each group shared information about upcoming efforts.
- 3. Financial Report (April FY04):** reviewed plans for using funds for capital items and special repairs, such as, ballasts, lights, drainage, Network and Meeting Room technology and landscaping. He will make sure other line items are funded adequately, e.g., postage. Bill will speak with Herb Gordon about the cost for re-wiring a portion of the Projector Room. Bill's recommendations were approved by the trustees.
- 4. Director's Report:**
 - a) Revolving Fund Article:** Bill and the trustees discussed the support received for the article at TM. Brief thought was given to the idea of reconsidering the requirement that all meetings need to be open to public. The trustees felt it was in the public's best interest to keep the requirement.
 - b) Patriot Act Resolution:** Town Meeting passed the Patriot Act resolution.
 - c) Personnel:** with the FY05 Town budget approved at TM, the Library will be hiring two more P-T staff in FY05. Two staff vacancies occurred since the last trustees meeting. Lucille Dixon, a member of the Technical Services staff is retiring after 26 years with Goodnow. Sandy DeMaio-Newton is resigning from Circulation after two years. Bill and staff are looking at our options for re-filling these positions – re-allocating hours and responsibilities. The selection process will begin in June.
 - d) Facilities:** repairs etc. were addressed in the discussion about the FY04 budget surplus.
- 6. Trustees Report:**
 - a) 5th Anniversary:** thanks to Lily, Barbara, Carolyn, Phyllis, Lorraine Knapp, Lynn Carlson and others, the weekend was a success.
 - b) Landscaping:** Phyllis made significant headway with the long island and garden. She is working with our landscaper on plantings and with Bill Place on taking care of the trees.
- 7. Old Business:**

a) Strategic Plan: Barbara reported that the outline has been revised. Bill is to provide statistics and other data. He will have it by July. Carol Hull asked if the plan addresses future technology needs. Bill said that upgrading the telecommunication equipment will be an important step – it will be done this month. A self-checkout system is in the plan. With the support of the Town's Technology Administrator, a formal mechanism replacing PC's is being developed. We should evaluate the life span of the overhead projector.

8. New Business:

a) Election of Chair Jill Browne nominated Lily Gordon for a second term and Bob Iuliano as Vice-Chair/Chair Elect. Seconded by Barbara Pryor and passed unanimously.

b) Goodnow Foundation: Bob will review the status of the Foundation. The directors of the Foundation will meet at 7 p.m. on June 1 to discuss the current status and future.

9. Adjournment: the meeting adjourned at 9:20. (C. Hull/C. Anderson)