

Goodnow Library
Board of Trustees
Tuesday, Oct. 5, 2004
Goodnow Library, Historical/Trustees Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes.**
- 2. Financial Report (Sept FY05):** we had several unexpected repairs this month to the Meeting Room projector and the video security system. Overall, the budget categories are fine.
- 3. Friends Report:** the Friends provided a library presence at Sudbury Day.
- 4. Director's Report:**
 - a) Trust Fund Budget for FY05:** enclosed is a FY05 proposal that is consistent with proposals for prior years. It needs to be submitted to the Trustees of Town Donations for approval.
 - b) Personnel:** we began interviewing for three technical services/ desk clerk positions on Friday and are still scheduling applicants for interviews over the next two weeks. Reference is interviewing for a Substitute Reference Librarian.
 - c) FY06 budget:** the budget is due in November. Enclosed is an outline of the level effort increases and preliminary suggestions for incremental increases.
 - d) Facilities:** I am still working on the drainage/gutter issue. Trench drains were installed by the main entrance stairs. The installation needs to be modified. The roofing company should begin work on minor changes to re-direct runoff water. Bill Place has agreed to put storm drains in key locations to solve two of our problems.
 - e) Shelving:** I have not had time to put together a proposal for the trustees based on the prices we received from the vendor. I hope to have it ready by the November meeting. Fiction, non-fiction and the Children's Picture books are the most immediate issues.
 - f) Visits to Web Site:** the town can now log the number of visitors. There were 1,900 visitors to the Library's site and 425 to the Sudbury Archives in August.
- 6. Trustees Report:**
 - a): Strategic Plan:** Barbara and Bill are close to finalizing the draft. Bill and Jill will provide user survey update.
 - b) Landscaping on north side:** after trees taken down we will need to plan for replacements.
 - c) Goodnow Foundation:** to discuss.
- 7. Old Business:**
- 8. New Business:**
- 9. Adjournment:**