

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

Minutes

Present: Bob Iuliano, Carolyn Anderson, Lily Gordon (chair), Jill Brown, Carol Hull and Bill Talentino

1. Call to Order and Minutes: the meeting was called to order at 7:35. The minutes were approved. (B. Iuliano/C. Anderson)

2. Financial Report (Sept FY05): there were several unexpected repairs this month to Meeting Room equipment - projector and the video security system. Overall, the budget categories are fine.

3. Friends Report: the Friends provided a library presence at Sudbury Day. Anne Reilly and Betsy Mosher worked long and hard on bibliographies (pathfinders) on various countries. Each of the 18 pathfinders listed books, recordings and videos related to a specific country. The pathfinders were created to look like an over-sized passport. The pathfinders were distributed at Sudbury Day.

4. Director's Report:

a) Trust Fund Budget for FY05: the trustees approved a FY05 proposal (\$17,500) that was consistent with proposals for prior years. It will be submitted to the Trustees of Town Donations for approval. Bill, Anna Roughsedge, Office Coordinator, and The Accounting Department need to work out a different arrangement for use of trust funds in terms of book purchases. It involves end of the year purchases.

b) Personnel: interviews for three technical services/ desk clerk positions have just begun. Applicants will be scheduled for interviews over the next few weeks. The Reference department is interviewing for a Substitute Reference Librarian.

c) FY06 budget: the budget is due in November. Bill provided an outline of the level effort increases and preliminary suggestions for incremental increases. The trustees supported the plan for requesting additional staff and an increase in the book budget above the inflation factor. Bill will continue to work on the proposals and submit a final version to the trustees in advance of the November meeting. The final proposal will have to be submitted to the Town soon after the November trustees meeting.

d) Facilities: 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: Bill has not had time to put together a proposal for the trustees based on the prices received from the vendor. He hopes 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 858 visitors to the Library's site and 425 to the Sudbury Archives in August and 958 and

505 respectively in September. The trustees asked if a more detailed breakdown of where visitors were going could be kept – adult section, MLN databases and so on.

6. Trustees Report:

a): Strategic Plan: Barbara and Bill are close to finalizing the draft. Bill and Jill have evaluated four library user surveys. They have chosen a format and identified the basic questions for the survey. Bill will purchase survey analysis software recommended by other libraries. . Mark Thompson will install it on the Town server. Goodnow and other departments will be able to use it to interpret survey results.

b) Landscaping on north side: Phyllis Cullinane reminded Bill that once the trees along the exit drive are taken down, thought will need to be given to a plan for landscaping the area.

c) Goodnow Foundation: Jill Browne will work on resurrecting the Foundation's exempt status.

7. Old Business: none

8. New Business: the mid-winter American Library Association convention will be in Boston. Bill asked that several of the professional staff be allowed to attend with the Library paying the fees for attending. There wouldn't be travel or accommodation fees. The funds would come from the staff development section of the annual trust income budget. Approved. (L. Gordon/J.Browne)

9. Adjournment: the meeting was adjourned at 8:35. (C. Anderson/C. Hull)