

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

AGENDA

1. Call to Order and Minutes.

2. Financial Report (June FY04 and July-August FY05): the overall budget balanced out. We followed through on capital item expenditures and special repairs that were discussed with the Board, such as, ballasts, lights and shades. Some funds were carried forward to complete the electrical work (pendant lights) and for the year end electric bill that covers part of June and July. We did not have enough funds for all of the options we considered. We turned back some money in salaries. The last electric bill was far less than we had expected and so not all of the carry forward funds from Building etc. were used.

So far the FY05 budget is going well. Spending in Fiction appears high because we pay our total McNoughton bill in July. Spending under Children's Books may seem high, but the total shown excludes trust funds allocated for Children's Books.

3. Friends Report: the Friends approved the FY05 Friends budget. We received small increases for A/V materials. We are investigating software to manage the museum passes and a DVD/CD cleaner and buffer that the Friends agreed to purchase if we decide the products are worthwhile. The Friends and staff are participating in Sudbury Day.

4. Director's Report:

a) FY04 Observations: FY04 was busy. Our FY04 circulation was up by approximately 13,000 over FY03. Network requests went from about 27,000 to 43,000. (Network requests are probably the most labor intensive circulation activity.) We made another push for volunteers to help with filling the daily requests for materials from other libraries. We have been operating with less than our full staff for a couple of months – see Personnel. The wireless system has gained a significant following. We have a group of regulars plus new people accessing it every week. It is not unusual to find 4-7 people using afternoons. The Friends' new book shelving area has been a great success.

b) Personnel: with the FY05 Town budget approved at TM, the Library will be adding staff hours in FY05. Two staff vacancies occurred in the last part of FY04 as well. The Library will also try to hire four temps. We looked at a variety of options for the new hours and for re-filling these positions – re-allocating hours and responsibilities. We finally settled on what we felt was the best plan. The library will hire three new people. Overall, it will be adding one more position. As part of the plan we will add a half hour to the evening schedule -8:30 – 9:00 and enable staff who choose to work fewer full-day Saturdays.

c) FY06 budget: the budget is due in November. We will need to start thinking about our proposals.

d) Facilities: I am still working on the drainage/gutter issue. Bill Place has agreed to put storm drains in key locations to solve two of our problems. Replacing the ballasts and lights of the pendant light fixtures has made a noticeable difference in lighting in

the main areas of the library. The electrician will be working on several small electrical problems soon. We are getting a quote from our vendor for additional shelving in key areas.

e) Sexual Offender Notification: we are obligated to post a notice about a sexual offender living in Sudbury, if the police department requests us to do so. The police did make a request and the notice is posted in the Lobby. It is posted in other official town buildings as well.

f) Monitoring Devices for Collections: we have several devices on loan from the Mass. Board of Library Commissioners (MBLC) that monitor the environment (temperature, humidity and so on) for various collections. There are in the Trustees/Historical Room, the non-fiction area, fiction area, and Children's Room. The MBLC will produce a report from the data in four months. It should help us in evaluating how best to preserve the Trustees/Historical Room materials.

6. Trustees Report:

a) Strategic Plan: Barbara will report on overall progress and timetable. Bill and Jill will discuss user survey options.

b) Landscaping: Phyllis made significant headway with weeding and cleaning up the long island and garden. She worked with our landscaper on plantings. She has been in contact with Bill Place and Rusty's Trees on taking care of the trees along the exit drive.

c) Goodnow Foundation: Jill Browne will report.

d) Strawberry Concerts: Lily will report.

7. Old Business:

8. New Business:

9. Adjournment: