

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

## Minutes

**Present:** Bob Iuliano, Barbara Pryor, 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/J. Browne)

**2. Financial Report (June FY04 and July-August FY05):** overall the FY04 budget balanced out. The library 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. There were not enough funds for all of the options under consideration. Some salary money was turned back to the town. 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.

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 evaluating a software package that manages museum passes and a DVD/CD cleaner and buffer. The Friends agreed to purchase these items if we decide the products are worthwhile. The Friends and staff are participating in Sudbury Day. Members of Town boards and committees will be acknowledged at 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.

A question was asked about the 24/7 reference service. Bill said that its use is extremely small. The organization is merging with OCLC, the largest library cooperative in the world. The merger will result in several additional features that should prove valuable to participating reference librarians. The main challenge is getting people to think of this service when they have information needs. Trustees suggested another publicity campaign and contacting the schools again. Bill and the reference staff will re-evaluate the service next year.

**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. Bill suggested that the focus be on staffing. As part of the Strategic Plan process he has reviewed staffing with department heads. He will outline his suggestions at the October meeting.

**d) Facilities:** Bill is 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. Bill will report on this at the next meeting.

**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.

**g) Weights and Scales Unit:** Bill agreed to the Library assuming ownership of the Town's historic weights and scales unit. The state commissioned a famous furniture company to manufacture a unit for each Massachusetts community around 1880. There is no space for it at the renovated Flynn Building.

## **6. Trustees Report:**

**a): Strategic Plan:** Barbara reported on the overall progress and timetable. The Committee met over the summer to refine the outline. At the last meeting committee members agreed on a timetable.

1. Complete rough draft of plan--Sept. 30
2. Organize (including distribution) and write rough draft of user survey--Aug-Sept
3. Complete survey--Sept. 30
4. Distribute survey--Oct. 1-31
5. Share rough draft of strategic plan with trustees, staff, Friends, Town Manager (area's that impact town), and any others--Oct.1-31
6. Finalize strategic plan--Nov. 30
7. Presentations of final plan to trustees/staff/friends/town officials/others—Jan.

8. At same time above actions going on, re-establish Goodnow Foundation. Complete by time of first presentations.

All the dates are flexible, but they giving us targets to work toward

Bill and Jill have compared and critiqued four library surveys. They will use Bedford's survey as a model and incorporate aspects of the other surveys into it. Two of the libraries that submitted surveys recommended using software to analyze the results and getting professional advice on the actual survey. Bill has found a survey analysis software package used by a number of libraries. It costs about \$150. Mark Thompson is willing to install it on the Town server. The trustees agreed to purchase the software. Bill will look into getting guidance on the survey form. Mark's department hopes to design a survey program that can be used on-line or printed out.

Discussion turned to distribution and retrieval. Once it is ready, announcements should go to the Crier and the cable channel publicizing it. Newsletters – schools, COA and Friends can be used as well. Jill agreed to contact the Town Clerk and Water department about placing notices in their mailings alert residents to the web site link to the survey and to locations, Library etc. where printed version could be picked up and dropped off. The library would also mail copies to those requesting it.

**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:** Barbara, Lily and Jill will try to find someone to assist with reviving the Foundation.

**d) Strawberry Concerts:** the Wayside Hospice will be the focus of next year's concerts.

## **7. Old Business:**

## **8. New Business:**

**a) November Meeting:** due to the national election, the November meeting will be moved to the second Tuesday of the month –November 9.

**b) Meeting Room Use:** a resident contacted Bill about using the Meeting Room for a bar mitzvah reception. Bill told him that the library's policy prohibits using the room for personal parties and events, but that he would double check with the trustees. The trustees affirmed that this was not consistent with the policy. Bill will contact the resident.

**9. Adjournment:** the meeting adjourned at 8:55. (B. Iuliano/C. Anderson)