

Goodnow Library
Board of Trustees
Tuesday, December 6 2005
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes.

2. Financial Report (Nov. FY06): No problems or unusual trends to report. Errors in Office Supplies line will be corrected.

3. Friends Report: Bill contacted Ingrid Mayyasi about another joint meeting in January. She will check with other officers. Ingrid asked if there were any topics that the trustees wanted to discuss.

4. Director's Report:

a) FY07: submitted budget proposal. Several small corrections were made in salaries. Savings in salaries from FY06 to FY07 reduced to \$1800. I met with the Town Manager to review the proposal. The budget is still a work in progress. I would not be surprised if departments are asked to absorb increase that rise above the one percent increase. I believe that salary negotiations will be the defining factor.

b) Articles Town Meeting: Revolving Fund: need to sign Meeting Room revolving fund article. It is the same wording provided to us by Town Counsel for FY06.

c) Regional Delivery Service: So far we have not received negative responses to the DVD restriction. Minuteman did create a network wide explanation available through the MLN web site. Goodnow is initiating a soft campaign to encourage users who frequently visit and borrow items from several MLN libraries to return the items directly, whenever it is possible. This type of borrowing amounts to 15 percent of the delivery volume.

d) Meeting with Larry O'Brien: the Selectmen meet on the first Tuesday of each month. If we have a joint meeting with the Friends on the second Tuesday of January, Selectmen O'Brien is tentatively scheduled for 8:30 p.m. Bill will ask him to forward information to the trustees about the Town's interest in establishing "green areas" along Route 20.

e) Aerial Map of Sudbury: Sudbury Valley Trustees have offered to donate to Goodnow a 1971 aerial map of Sudbury. It is about 3'x3'. It is in good condition. There are no conditions for displaying it. It seems like a worthwhile acquisition.

f) Small Meeting Room Policy: we might think about loosening the policy prohibiting food and drink in the small meeting room. If use of the community meeting room continues to grow, more groups will be looking to the small meeting room as an option for meeting space. Prohibiting food and beverages is a barrier. Allowing beverages in

containers and sandwiches and snacks should not create serious problems.

g) Third Quarter Trust Fund Report: will distribute.

h) Annual Report: due first week of January. I will send out draft at end of December for comment.

i) DVD Player and Screen Design: a representative from the company that designed and installed our Meeting Room A/V system met with me to discuss replacing our DVD player (7 yrs. old) and redesigning the podium's touch screens for controlling the system. I am getting more details. The option I expect to recommend comes to approximately \$1400. It will provide a DVD player that handles all types of discs and supports current standard functions –select segments etc. The A/V system control screens would be modified to make them simpler to follow. This would be a significant benefit to staff and users. We would use the Meeting Room revolving fund.

7. Old Business: Survey impressions/questions. Mark will load the analysis software and survey data on Karen Tobin's PC this week. She will be reviewing the software manual. Karen looked over the survey comments. She has already acted on a request that appears several times. She has created an e-mail account for those who would like to receive e-mail announcements of library events etc.

Bill contacted the co –chairs of the Sudbury Garden Club about the quilt. He explained and apologized for the confusion and said that he would be happy to work out the details with them.

8. New Business:

9. Adjournment: