

Goodnow Library

Board of Trustees

Tuesday, February 1, 2005

Goodnow Library, Small Conference Room 7:30 p.m.

## **Minutes**

**Present:** Barbara Pryor, Lily Gordon (chair), Carolyn Anderson, Carol Hull, Bob Iuliano, Jill Browne and Bill Talentino

**1. Call to Order and Minutes.** The meeting was called to order at 7:35

**2. Financial Report (January FY05):** Overall, the budget categories are fine. Bill focused on Contracted Services and Library Materials. He will look into the cost of painting the exterior trim of the 19<sup>th</sup> century wing.

**3. Friends Report:** Bill was unable to attend to the January meeting. The Friends will work with the staff on the annual volunteer appreciation luncheon. It will be in May. Preparation for the book and bake sale will pick up soon. The Friends membership is up over last year's total.

**4. Director's Report:**

**a) FY06 budget:** The Town Manager presented Fin Com with her recommended budget for FY06 and a description of the type of reductions that would be made with a level funded budget. She focused on five departments: police, fire, highway, building and the library. Most of the reductions in a level funded scenario would impact these five departments. Budget increases in her recommended budget focused on these departments. Bill and the four other department heads met with Maureen Valente prior to her presentation to review relevant service and budget information. They also appeared at the presentation to provide additional information and to answer questions. The presentation was informative and well received. Most of the trustees watched or attended the meeting and agreed that it was informative.

**b) Annual Report:** will be in the Friends newsletter and on the Town web site.

**c) Facilities:**

1. Sprinkler system recall. Bill contacted Simplex about helping with the recall process. They plan to schedule it soon.

2. Ice dams. One day last week there was a small leak in the corner of the Preschool room. Bill believes it is melted water from the roof backing up into the outside wall. It only happened that once.

**d) Strategic Plan Survey:** The consultant said that sampling every 10th household from a town wide database of households should produce a reliable random survey. Mark Thompson has a file of all Sudbury households and should be able to select every 10<sup>th</sup> listing and produce mailing labels for them. The print survey form is finalized. It will be mailed to the households selected and will be available in-house. The print form and web form differ in format. Members of the Strategic Planning Committee completed the on-line survey and felt that it was straightforward and relatively quick. We hope to have the on-line version finalized within a week or so. The trustees made a few small suggestions that Bill will incorporate into the on-line version.

**f) Sudbury Archives Phase IV:** Bill submitted a grant proposal to the Sudbury Foundation for funding this final phase of the project. He requested \$50,000. The proposal calls for adding historical records covering 1850 – 1900. It also calls for working with the Sudbury school system to add educational components that support the local history requirements of the curriculum. It will take three years to complete. Most of the activity will be performed by Laura Scott Lowell. Bill and Laura gave two demonstrations of the Archives this month. The first was to a group of academic and special librarians. The second demonstration was part of a training day for Sudbury teachers. Both demonstrations went well.

**6. Trustees Report:**

**a) Strategic Plan Timeline:** Barbara Pryor distributed a draft of the cover letter for the survey going to households. The trustees made several suggestions. Barbara will finalize the draft and send it to the Committee for final comment before having it printed. Lily reported on the options for printing and postage for the surveys. The trustees supported her recommendations. Lily will coordinate the printing and other activities with Barbara and Bill. The goal is to mail things by March 1 and set a deadline of March 21 for returns. Bill will speak with the Friends about helping with the costs. He will use printing funds for the rest.

**7. Old Business:** Jill reported that progress is being made in updating the tax exempt status of the Goodnow Foundation.

**8. New Business:** None

**9. Adjournment:** 8:50 (C. Anderson/B. Pryor)