

Goodnow Library
Board of Trustees
Tuesday, January 4, 2005
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

1. **Call to Order and Minutes.**
2. **Financial Report (Dec. FY05):** repairs made to the HVAC system. Overall, the budget categories are fine.
3. **Friends Report:** no meeting in December.
4. **Director's Report:**
 - a) **FY06 budget:** the Town Manager's recommended budget includes all of the cost increases to maintain current services and two of the Libraries requests for budget increases beyond level service. The Town Manager supports the request for additional part-time reference hours to free-up the Adult Services Reference Librarian for duties related to collection development, staff training, training and coordinating volunteers and other administrative and supervisory tasks. She also supported half of our request for increasing the library materials budget -\$5,000.
 - b) **Annual Report:** the report is due Wednesday January 5th. Please be prepared to pass on recommendations for changes at the trustees meeting.
 - c) **Facilities:** sprinkler system recall. After a number of attempts to complete the recall process myself, I believe that we will need to contract for it.
 - d) **Strategic Plan:** Bill is working with the survey consultant on the final version of the survey. The consultant advised that the original survey was too long. Bill has reduced it by almost two-thirds. He sent the revised version to the consultant for comments. He also asked the consultant for advice on distributing the survey. The consultant did not recommend using school and other web sites for fear of having responses represent a narrow focus. Bill asked if there is a random survey technique that could be used to get a representative sampling.
6. **Trustees Report:**
7. **Old Business:**
8. **New Business:**
9. **Adjournment:**