

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

Minutes

1. Call to Order and Minutes: meeting was called to order at 8:00 p.m. The minutes were approved (B. Iuliano/C. Anderson)

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.

Monday, Jan.3, Bill received an e-mail from the Town Manager requesting a new level funded budget proposal for FY06 with all salary increases (steps and longevity) and other increases absorbed within the FY05 total. Reductions in some areas of the budget would be needed in order to accommodate the required increases - \$33,000. Bill distributed to the trustees a proposal implementing this charge. It called for small reductions in salaries - \$5,000. The bulk of the funds needed for steps etc. would be taken from the library materials budget (\$18,000). The Building and Contracted Services budgets would be reduced by \$7,300. Automation would be reduced by \$2,100.

Bill reviewed the impact of these reductions. The largest loss was in the book and audio-visual budget – a 20 percent loss in purchasing power. Reducing the staff was viewed as the most damaging option. Library activity continues to rise. In FY05 the Library had finally restored the evening hours lost 13 years ago. Goodnow's schedule was still slightly less than it was in 1991. The trustees agreed with Bill's plan to focus on reductions in areas other than staff.

b) Annual Report: the trustees approved the annual report and recommended that it be included in the upcoming Friends newsletter and be put on the Library's web page.

c) Facilities: sprinkler system recall. After a number of attempts to complete the recall process himself, without success, Bill will contact the Library's sprinkler system monitoring company to complete the process.

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.

The trustees were concerned about the level of response based on responses from the Town's web site and library visitor's filling out the printed form. They felt that it was important to generate a healthy number of responses, even if some represent a specific perspective based on the web site etc. used for accessing the survey. Bill will speak with the consultant.

6. Trustees Report:

Loring Coleman Painting: Donald Oasis has donated a painting depicting a view looking out from the Sudbury train station. It is a wonderful work by Coleman. It will be placed in the Historical Gallery. The trustees will send him a thank you note. Perhaps a story can be put in the paper.

7. Old Business: Lily asked about the damaged berm along the drive and parking lot. Bill said that he would ask Bill Place to include it on his list of spring black top repairs.

8. New Business: none

9. Adjournment: the meeting was adjourned at 9:00 p.m. (B. Iuliano/J. Browne)