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

AGENDA

1. Call to Order and Minutes.

2. Financial Report (May FY05): Overall, the budget categories are fine. We will be turning back some salary and building/cleaning funds. Ballast work is completed. The upholstery has been cleaned. The carpets, tile and terrazzo will be done in June. Tree work may be scheduled for June. The exterior painting will have to wait until the fall.

3. Friends Report: the Friends' approved the Library's proposed budget for FY06 - level funding.

4. Director's Report:

   a) Assistant Director: the position has been advertised (mid- May). I hope be scheduling preliminary interviews the third week of June. Final interviews with trustee participation.

   b).Bulletin Board Policy: several years ago we discussed establishing a loose-leaf binder for the type of notices that we do not display on our lobby and interior bulletin boards– announcements of and for babysitting, summer jobs, and yard sales, almost anything legal. Deb Pellegrini, head of Circulation, asked that we re-consider it. She gets many requests to post such items. Concord and a few other libraries file them in a binder that is kept by the bulletin board. It includes: rentals, babysitting, services for hire, animals for adoption and so on. Deb believes that it could be managed without much effort.

   c) Strategic Plan Survey: Mark Thompson's department has created an interface that will allow us to use the on-line survey form to load survey responses into the analysis software. Barbara and Bill will work with volunteers to input the 219 random returns, 95 in-house returns.

   d). **Shelving**: the order for shelving and end panels will be made this week.

   e) Museum software: the Children's Dept. is using the museum reservation software that allows users to reserve passes directly through the Internet. Betsy Mosher handled all of the training and inputting issues.

   f) Trust Fund Report: report from trustees of Town Donations.

6. Trustees Report:

   a) Review Meeting Room Policy: regarding security issue for certain events**.** See addendum to May minutes for brief discussion.

7. Old Business:

8. New Business:

9. Adjournment: