

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

Minutes

Present: Carolyn Anderson, Carol Hull, Jill Browne, Barbara Pryor (acting chair) and Bill Talentino

1. Call to Order and Minutes. The meeting was called to order at 7:40. The minutes from May were approved. (C. Anderson/C. Hull)

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). Bill plans to schedule preliminary interviews the third week of June. He will contact Bob Iuliano and Jill Browne about scheduling interviews with finalists.

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 the trustees re-consider it. She receives 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. The Library would not solicit items.

The trustees tentatively approved the request. They asked for an opinion from Town Counsel on liability.

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: Bill plans on placing the order for shelving and end panels 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: Bill distributed the report from trustees of Town Donations.

6. Trustees Report:

a) Review Meeting Room Policy: Bill raised a question regarding security issues for certain events held in the Meeting Room. The issue will be taken up in September. See addendum to May minutes for brief discussion.

7. Old Business: None

8. New Business: The Mass. Historical Society has offered the portion of the Stearns Collection that it owns to Goodnow. We own the other part of the collection. This will be a valuable resource to Sudbury History. Laura Scott Lowell will be indexing and transcribing the material. Laura has been doing work with the Society.

9. Adjournment: 8:45. (C. Hull/C. Anderson)