

Goodnow Library
Board of Trustees
Tuesday, March 22, 2005
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

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

1. Call to Order and Minutes. The meeting was called to order at 7:32. The minutes were approved (B. Pryor/C. Anderson)

2. Financial Report (March FY05): Overall, the budget categories are fine. More ballast work needed. Bill will look at spring cleaning –inside and outside, and painting the trim of old wing and possibly tree work.

3. Friends Report: the Friends' March meeting was cancelled – snow. Book Sale plans were worked out in detail at the February meeting. The Friends agreed to contribute \$300 towards the survey expenses. The Friends paid for the survey printing.

4. Director's Report:

a) FY06 budget: the Town Forum on Override is Monday at 7:30 at LS. Bill will be there in case there are questions about the impact on the Library. The Town Warrant has a Goodnow's non-override FY06 budget that is different from what we recommended and the Town Manager supported– in a negative way. First, the total budget is not level funded. It is \$10,000 less and than the FY05 budget. Second, instead of taking most of the FY06 salary increases as an offset from the Library Materials budget, as we recommended, the non-override budget in the Warrant takes most of the offset from salaries. As soon as Bill became aware of these discrepancies, he contacted the Town Manager. She agreed that something went awry and needed to be corrected. She said that as soon as the Finance Director came back from a training session Bill would contact about it. Bill discussed it with the Finance Director. The situation will be corrected.

b) Drop off Parking Spaces: the two spaces on opposites sided of the Entrance are meant for quick stops at the Library – to return items and or pick-up reserves, passes etc. This is particularly helpful to visitors for whom walking a distance is an issue including parents with children. There has been a problem. Some people use these two spaces for longer visits ranging from 15 minutes up to and hour or longer. Users have been complaining about the situation. A resident who uses the library frequently asked me to raise the issue with the trustees. Bill suggest that the trustees consider placing a sign near each space saying that the spots are for 5 (or 10) minute parking only –to drop off and pick-up material quickly.

The trustees discussed what type of sign would be needed and where it should be located to be most effective. There were logistical problems with an outdoor signs and doubts about their effectiveness. It was decided to rely on in-house flyers/signs first and see if this improved the situation.

c) Facilities:

1. Sprinkler system recall. Simplex conducted the survey and submitted the forms to the sprinkler vendor. We should hear about it in 6-8 weeks

2 Ballasts. Ten ballasts were replaced recently.

d) Strategic Plan Survey: with Mark Thompson's help we sent the surveys to 560 households chosen randomly. We have received 196 returns. We have 30 responses on the web site and 62 in house surveys so far. The week of March 21 is the deadline. The next step will be to compile and analyze the results. Bill is working with Mark on this step. Bill shared some of the preliminary findings based on the electronic survey tabulations.

e) Giving DVD's Non-reserve Status: due to the way the MLN system manages network requests, many of our new high interest DVD's have long lists of reserves from non-residents attached to them – some with 20 or more. These lists start growing from the time the item is entered in the database as being on-order. An item with a long list of reserves could circulate from one MLN library to another without returning to Goodnow for months, unless a Sudbury resident temporarily interrupts this flow by putting in a request. The Sudbury user would go to the top of the list. Once the returned the item it would be on its way again. Giving these items a non-request status or a local request only status for 6 months would make them more accessible to Sudbury residents during the time when there is the highest demand for them. Non-request status means that no one could place a hold on them. They would be available in-house for anyone using Goodnow. Local request status means that only Sudbury residents could place reserves on them for the first six months. In either situation Goodnow users would find more of the new DVD's on the shelves. Bill recommended the latter option as being more equitable to all. Approved. (B.Pryor/B. Iuliano)

f) Sudbury Archives Phase IV: The Sudbury F. foundation approved funding for the final phase of the project. The proposal calls for adding historical records covering 1850 – 1900, adding more interactive dimensions to the web site and working with the Sudbury school system to add educational components that support the local history requirements of the curriculum. We presented a three year plan with funding for the entire effort. The Foundation board agreed to support the entire plan, but opted to budget it year by year. The reasoning was that the plan might change over time. This approach gives us flexibility in terms of adjusting the timetable and funding amounts. The board approved \$20,000 for the first year. Laura Lowell and Bill met last week to define the objectives for the first phase of this project.

g) One Book One Sudbury: we became late participants in an endeavor to promote reading and discussion of the Tracy Kidder book, Mountains Beyond Mountains, about Dr. Paul Farmer. Most of the planning and implementation was carried out by two faculty members and a group of students from LS. We are helping with promoting programs and circulating and selling copies of the book. Three programs will be held here. We put the information on the Town's web site.

6. Trustees Report:

a) Strategic Plan Timeline: Barbara Pryor reported that the Committee was anxiously waiting for the analysis of the survey data to begin. The results would be used to refine the draft of the Strategic Plan before it went to trustees, staff, Friends and others for input.

7. Old Business:

8. New Business:

9. Adjournment: 8:35 (C. Anderson/B. Pryor)