

Goodnow Library
Board of Trustees
Tuesday, November 1, 2005
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes.**
- 2. Financial Report (Sept. FY06):** No problems or unusual trends to report.
- 3. Friends Report:** The Friends appreciated the opportunity to meet with the trustees and to exchange information and ideas. Bill will contact Ingrid Mayyasi about another joint meeting in the near future.

4. Director's Report:

a) Staffing: Bettie Rose wishes to have a little time in her new position before we hire a new Technical Services Library Clerk for her to train.

b)) FY07: attached is a revised draft of the FY07 Level Services budget. Last month I projected that the personnel budget for FY07 would be \$11,000 less than FY06 due to staff turnovers. The difference is actually \$4100. Estimated FY07 cost increases in other areas of the budget remain the same -approximately \$14,500 over FY06. The increases are in utility, contracted services, automation and library materials. As a result, our total estimated FY07 Level Service budget (Personnel, Building, Library Materials and so on) is about \$10,400 above the FY06 budget total -\$14,500 minus \$4,100.

The Town Manager's guidelines for the FY07 are consistent with what we had gleaned from the Crier interview with Fin Comm. They include a 1 percent increase over FY06. For us a 1 percent increase would be an additional \$8700. I am hoping that we will be allowed to keep the FY06 budget total as our base figure for FY07 and transfer the \$4100 surplus in Personnel to other areas of the FY07 budget - utilities etc. The surplus in the Personnel budget and the 1 percent increase amount to \$12,800 - most of what we need for a Level Service budget. We would be off by about \$1,700. We could manage this shortfall without much difficulty.

The Level Service increases do not factor in a cost of living increase. FY07 is a contract negotiation year for the Town. Each percentage point of a salary increase represents an additional \$5,700 to be accounted for in the budget. See Attachment.

c) Painting Trim of 19th Century Wing: this does not qualify for CPA funds. The Building Department has funds for this type of maintenance work.. Bill will work with Jim Kelley on it.

d) Regional Delivery Service: Metrowest is finalizing a revised contract with the delivery vendor that will increase payment by more than 100 percent. To meet this increased cost, the region will cut back on its subscription databases and use all of its increased funding for FY07 to meet delivery costs. Losing databases is a serious blow. Since delivery volume continues to grow, the need to control and possibly reduce volume remains. MLN approved several network transfer recommendations that should limit the volume. The most significant recommendation is to make new feature film DVD's unavailable for network transfers for a year. A new feature film DVD added to a library's collection in November is unavailable until the following November. Members are

encouraged to make older feature film DVD's available. Feature film DVD's make up 12 percent of network transfers. Although the system's reports cannot separate the percentage of this total that new feature film DVD's from this total, our experience with them suggests that they represent a high percentage. The network hopes that this step will have a significant impact on the volume of items in delivery and that additional restrictions will not be needed.

e) Meeting with Larry O'Brien: selectmen O'Brien is unable to meet with us this month. He is tentatively scheduled for the December meeting at 8 p.m. Bill asked him to forward information to the trustees about the Town's interest in establishing "green areas" along Route 20.

f) Meeting Room Policy: regarding all meetings being open. At last month's meeting the inclination was to leave the policy as is, but the trustees wanted to think about it a little longer. On a different matter, we might think about loosening the policy about food and drink in the small meeting room. If use of the meeting room continues to grow, offering the small meeting room as meeting space will become a more frequent option. Prohibiting food and beverages is a barrier.

7. Old Business:

8. New Business:

9. Adjournment: