

Goodnow Library
Board of Trustees
Tuesday, October 11, 2005
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes.

2. Financial Report (Sept. FY06): No significant surprises or problems.

3. Friends Report: Friends agreed to purchase a laminator and a color printer for the Library. We are still waiting for word on the downloadable audio books. The Friends are interested in supporting this. Bill will work with a small group of Friends on logistics for sorting and storing book sale material. The Friends look forward to a joint Trustees/Friends meeting. The second Tuesday of next month should be fine. The Friends will have a presence at Sudbury Day.

4. Director's Report:

a) Staffing: Bettie Rose was hired as the new Head of Technical Services. Bettie has been a professional librarian for 30 years. She has worked in our Technical Services department for the last year. Her prior experience includes working as a school librarian at LSRHS and as director of Pine Manor College Library. We are now looking to hire a Library Clerk.

Karen Tobin, Assistant Director will attend the joint Trustee/Friends meeting to introduce herself to all.

b). Bulletin Board Policy: Town Counsel made one or two modifications to the policy. We will implement it soon.

c) Strategic Plan Survey: all surveys have been entered into the analysis software. Bill will meet with Barbara to identify the type of information desired and then meet with Mark Thompson.

d). Regional Delivery Service: Metrowest/MLN experienced a major disruption in delivery service over the summer. Although the ever increasing volume of material in delivery contributed to it, erratic service from our vendor was a fundamental problem. We switched to a new vendor several weeks ago. Although service has improved, the new vendor is overwhelmed by the volume and wants to re-negotiate the contract. MLN has made an effort over the last year to gain some control over the volume of material in delivery. This is a serious challenge to MLN, Metrowest Regional Library Service and the state. Bill is on two committees dealing with it.

e) Downloadable Audio Books: the extremely attractive price proposal was withdrawn by the vendor. For the immediate future, MLN does not have a reasonably priced alternative plan to introduce this service.

f) FY07: an explanation of the preliminary guidelines for the FY07 budget appears in a separate attachment. The attachment also includes several FY07 proposals.

g) Selectmen's Town Forum: our meeting went well. The Selectmen complimented the Library on the services it provides to the community. Bill summarized FY05 accomplishments and outlined goals for FY06. The Selectmen recommended that Goodnow work with the cable provider to broadcast information on library resources and services. At some point the Selectmen would like to discuss the idea of the

Library being part of a green belt along route 20.

h) Meeting Room Policy: our current policy requires groups to open their meetings to anyone who appears at the door, unless a group receives a prior exemption from us.

“All meetings must be open to the public.

Under some circumstances, registration may be allowed. Admission may not be charged, and no product or service may be sold.

The Library Trustees may make exceptions for programs sponsored by the Library, Friends of the Goodnow Library or by a non-profit organization offering short-term classes, institutes, discussion groups, or forums.”

This may become problematic. More and more groups are having meetings that amount to training sessions or workshops –garden clubs etc. A trainer or guest speaker is brought in and sometimes special material and food and beverages are provided. The “open to all” requirement would not work well in these situations. This type of meeting occurs with some frequency now. It is not easy to identify and address it beforehand. Perhaps we should remove the clause or have it read that we encourage groups to make meetings open to the public whenever possible.

i) Exhibits Related to Fundraising: we received two requests to display quilts that will be auctioned off for charitable purposes. In both cases we were asked to display a quilt here. This would give people an opportunity to see the quilt before deciding to bid or contribute to it.

j) Donate a Week of Fines to Victims of Katrina: some Mass. Libraries are planning to ask that fines be treated as donations for the week of Oct. 24 and given to Red Cross etc. It seems that Mass. Law does allow for this.

6. Trustees Report:

a) Trust Fund Income: Barbara Pryor looked into how the income was managed.

7. Old Business:

8. New Business:

9. Adjournment: