

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

Minutes

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

1. Call to Order and Minutes. The meeting was called to order at 8 p.m. The minutes from Sept. were approved (C. Anderson/J. Browne).

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. Unfortunately, MLN libraries will not introduce downloadable audio books at this time. The Friends were interested in supporting this service. The vendor revised the original proposal. The new proposal is too expensive. Bill will work with a small group of Friends on logistics for sorting and storing book sale material. The Friends' sponsored a storyteller at Sudbury Day. The program was a success.

The Friends and trustees appreciated the opportunity to meet prior to the Oct 11 trustees meeting to exchange information and ideas. The trustees expressed their appreciation to the Friends for their invaluable support. The Friends explained the workings of the membership drive. The focus of recent drives has been to interest younger families in joining the Friends and participating in Friends and library programs. The meeting ended at 8p.m.

The trustees asked Bill to speak with the Friends about meeting more often – perhaps every third or fourth meeting. Bob suggested that a short agenda might help get the meeting underway.

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 –filling Bettie's former position. Bob asked Bill to look into putting staff photos and names in a book or on the web site so users are able to familiarize themselves with the staff.

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

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 in the breakdown in service. We switched to a new vendor several weeks ago. Although service has improved, the new vendor is overwhelmed by the volume

of material in delivery and wants to re-negotiate the contract. Delivery volume has gone from 300,000 to 1.3 million in about four years. Funding and staffing this level of delivery is a serious challenge to MLN, Metrowest Regional Library Service and the state. MLN has made an effort over the last year to gain some control over the volume of material in delivery. Bill is on two committees dealing with it. The Network is looking at various options to manage the delivery volume by limiting the availability of some materials. One option is to make new feature film DVD's local request or non-request for 6 months to a year. Currently Goodnow makes them local request for 6 months. Almost half of the MLN libraries have no network transfer restrictions on new feature films.

e) Downloadable Audio Books: as mentioned above, 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: The preliminary information on FY07 comes from an interview in the Crier with a Fin Com representative. No official guidelines and instructions have been distributed. Bill outlined a rough draft of FY07 based on the preliminary guidelines and his initial review of cost increases for FY07. Staff turnovers in FY06 should result in a significant decrease in total personnel costs to maintain level service in FY07. Perhaps this savings could be applied to the anticipated cost increases related to utilities and contracted services in FY07. The trustees agreed that the budget needs to address the anticipated steep rise in utility costs. In terms of new initiatives, increasing the number of Sundays open to the public was a high priority.

The Town Manager has scheduled a meeting with department heads for next week to outline FY07 guidelines. Bill will provide a final draft of the budget in November.

In terms of capital items, Barbara Pryor suggested that CPA money may be available for painting the trim of the 19th century wing. Bill will look into it.

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. The trustees asked Bill to speak with Larry O'Brien about meeting to discuss this.

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."

Bill wondered if this might 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 more frequency now. It is not easy to

identify and address beforehand. Perhaps we should remove the clause or have it read that we encourage groups to make meetings open to the public whenever possible. After some discussion the trustees were not inclined to change the policy, but decided to give this more consideration.

i) Exhibits Related to Fundraising: we received two separate requests to display quilts that will be auctioned off for charitable purposes. Displaying the quilts here would give people an opportunity to see the items before deciding to bid on or contribute to them. Since the requests came so close together, this may represent a trend in terms of fundraising. The Library has been careful to avoid most situations in which the facility is used for fundraising efforts. The trustees decided not to change the policy and allow the displays.

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. The trustees decide that it would be more appropriate to donate books at a time when library facilities are re-established in the area.

6. Trustees Report:

a) Trust Fund Income: Barbara Pryor looked into how the income was managed. Income that is not expended generate the same level of return as principal.

7. Old Business:

8. New Business:

9. Adjournment: