

Goodnow Library
Board of Trustees
Tuesday, September 6, 2005
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

1. Call to Order and Minutes.

2. Financial Report (FY05 and FY06): No significant surprises or problems with closing FY05. We were able to have the carpets, terrazzo, tile and upholstered furniture cleaned. The damaged trees on the north side were removed. So far FY06 is going well.

3. Friends Report: If enough Minuteman libraries participate, a vendor for downloadable audio books has offered a 50 percent discount on the annual subscription cost for the first year. Twenty five libraries need to participate. Twenty one have signed up so far. The Friends have agreed to fund this pilot project for the first year.

4. Director's Report:

a) Staffing: This has been the season of hiring staff – it is not over yet. Karin Tobin was hired as our Assistant Director and began work August 29. Karin had been Head of Circulation/Assistant Director at the Marlborough P.L. for 10 years. Her responsibilities at Marlborough match well with the roles we defined for the Assistant Director. For example, she acted as Marlborough's technology coordinator. She is very familiar with the Millennium automated system. We are easing her into the job.

We filled a part-time Children's Library Clerk position in July. We hope to fill a part-time Circulation Clerk position this week. Sheila Noah is retiring as Head of Technical Services at the end of the month. We are interviewing candidates for her position. We will begin the selection process for a part-time Reference Librarian soon. We have invested a significant amount of time over the last three months filling positions.

b). Bulletin Board Policy: In June we discussed using 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. (We had discussed this proposal some time earlier as well.) Deb Pellegrini, Head of Circulation, asked that we re-consider it. She gets 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. At last month's meeting the trustees were willing to try it, if Town Counsel was of the opinion that the Library would not be libel for anything. I will report at the meeting.

c) Strategic Plan Survey: In June Mark Thompson's department created an interface that allowed us to use the on-line survey form to load survey responses into the analysis software. Several trustees helped input the 219 random returns. The 95 in-house returns remain. Once they are entered, we will be able to analyze the results and modify the existing draft of the plan.

Although this process is taking much longer than we anticipated, it is important to note that we have already gained significant benefits from our efforts. The re-configuration of staff (Assistant Director) and the action we took on the carpeting and

furnishings were in response to key needs identified in the draft.

d). Shelving: the orders for shelving and end panels were not placed over the summer. The Friends asked if the orders could be delayed until after September to take advantage of investment strategies for the funds from which the invoices would be paid. I agreed.

e) 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 the fundamental problem. We switched to a new vendor last week. It will take several weeks for the vendor to become acclimated to the routes etc. The Network will resume normal resource sharing services once MLN, Metrowest and the vendor are confident that full service can be managed effectively.

f) Trust Fund Report: I received a request from the Trustees of Town Donations two weeks ago for our FY06 request by August 31, much earlier than in the past. I submitted a proposal that was consistent with our traditional requests. I did increase the amount requested to give us more flexibility. We are under no obligation to spend the entire amount requested. I will distribute the proposal and the latest report on trust funds at our meeting.

g) FY07: I suspect that budget proposals will be due at the beginning of November. I think we will want to look at Thursday evening hours and a few other proposals.

h) Selectmen's Town Forum: we are invited to meet with the Selectmen Tuesday, September 20 at 8:30 at Town Hall to review activities of FY05 and goals for FY06.

i) Drop Off Parking Spots: received a vehement complaint about the 15 minute limit. It was suggested that we set a 5 minute limit for both spots or that one of the two spots be designated for Drop Off Only -5 minutes.

6. Trustees Report:

a) Review Meeting Room Policy: regarding security issue for certain events. The following portions of our Meeting Room policy (2003) apply to groups signing up for meetings and security. We have no provision in our policy for addressing a group that falsifies information required on the meeting room reservation form. (I have not seen it in policies of other libraries.) The policy does not consider the possibility of communicating with the police if we determined that a meeting might be a security issue.

Relevant Sections of Meeting Room Policy

The Trustees reserve the right to refuse any request to use the Meeting Room if, in their judgment, the meeting could interfere with Library operations or be too large to accommodate. If the Trustees determine that a specific meeting may require additional security for the safety of patrons or Library property, the applicant will be responsible for all additional costs the Library incurs. The applicant ordinarily will be required to pay the anticipated costs in advance of the meeting.

The decision by the Library to permit a use of the meeting room does not in any way constitute an endorsement of the views or policies of the applicant. In its promotional material, an applicant may not suggest that the Library or its staff is endorsing or sponsoring the event.

The Community Meeting Room is located on the first floor of the Library. No other areas of the building will be used for meetings or programs without prior Library approval. The lobby, hallway and other areas adjacent to the Meeting Room are not extensions of the Room. The doors to the

Meeting Room must be kept closed during meetings to insure that those using or working in other areas of the Library are not disturbed.

7. Old Business: Donation from Mass. Historical Society of Stearns material.

8. New Business:

9. Adjournment: