

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

Minutes

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

1. Call to Order and Minutes. The meeting was called to order at 7:35. The minutes from June were approved. (B. Pryor/C. Anderson)

2. Financial Report (FY05 and FY06): No significant surprises or problems with closing FY05. In terms of building issues addressed at the end of the year, the carpets, terrazzo, tile and upholstered furniture were cleaned. The damaged trees on the north side drive 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. Ingrid Mayyasi is the new President of the Friends. Bob asked Bill to speak to the Friends about a joint meeting.

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 the technology coordinator for Marlborough. 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. Bob distributed a draft of a statement absolving the Library from liability for anything appearing in the binder. The trustees asked Bill to submit this to Town Counsel for approval.

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. Several trustees agreed to enter these returns. Once they are entered, we will be able to analyze the results and modify the existing draft of the

plan.

The planning process is taking much longer than anticipated, however, 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 taken 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 that the orders could be delayed until after September to take advantage of investment strategies for the funds from which the invoices would be paid. Bill 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 a fundamental problem. Metrowest 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: Bill received a request from the Trustees of Town Donations two weeks ago for our FY06 request. The deadline was August 31, much earlier than in the past. He submitted a proposal that was consistent with traditional requests. He increased the amount requested to give us more flexibility. We are under no obligation to spend the entire amount requested. Bill distributed the proposal and the latest report on trust funds

Barbara Pryor asked several questions about how trust income is invested. She will get the answers and report back to the trustees.

g) FY07: Bill suspects that budget proposals will be due at the beginning of November. He has not received any information on budget guidelines as yet. He suggested that the trustees look at additional Sundays and Thursday evening hours.

h) Selectmen's Town Forum: the director and trustees 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. The trustees commented on Bill's outline for this presentation.

i) Drop Off Parking Spots: Bill 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. After some discussion, it was decided to leave the amount of time at 15 minutes but to have a standard message available to distribute to offenders of the limit.

6. Trustees Report:

a) Review Meeting Room Policy: the trustees decided not to change the security clause of the policy. If the need arises, the director and trustees will consult with the police.

7. Old Business: the Mass. Historical Society has donated historical documents to Goodnow. Laura Scott Lowell will include the material in the Sudbury Archives.

8. New Business: Jill Browne and her daughter Kieva met with Bill to discuss a proposal to deliver books and other library material to the homebound. They will speak with Ed Gottman and Martha Lynn for advice.

9. Adjournment: the meeting adjourned at 8:40. (C.Anderson/B. Pryor)

