

Goodnow Library
Board of Trustees
Tuesday, February 7, 2006
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:30. The minutes of the January meeting were approved by J. Browne/C. Anderson.

2. Financial Report (Jan. FY06): No problems or unusual trends to report.

3. Friends Report: the Friends enjoyed the joint meeting and learning more about the survey results.

4. Director's Report:

a) Trusts Funds: in looking over material on the small trust funds, and speaking with the Town's Financial Director, it appears that the funds need to be kept distinct. The one exception is the Gertrude Farrell account. Its funds will be expended -@ \$58.

b) Confidentiality: Bill had recommended that the trustees look at expanding the Library's Confidentiality policy to include more detail on its application/coverage. A draft was sent out to the trustees with the agenda and minutes. Bob Iulliano presented a response to the draft with supporting documentation. The trustees agreed to look over the material and discuss the policy at the next meeting.

c) Building Projects: will begin drafting RFP for painting/gutters 19th century wing.

d) Delivery: the concern about the vendor's ability to handle the volume of material in delivery is still a concern. A Delivery Committee made up of MLN and Metrowest Regional officers is monitoring the situation.

e) Travel Reimbursement: this line item has not been adjusted in 20 years. Reimbursement has been sporadic at best. Currently, several staff members are required to attend a number of MLN meetings regularly – far more than in the past. For this reason, and because of gas prices, Bill will be more attentive to handling reimbursements.

g)) ESL Program: a Sudbury resident has met with Bill on several occasions to discuss the possibility of offering an ESL program for Sudbury adults. The person is a retired Sudbury teacher who has done this type of volunteer teaching with Framingham agencies. There seems to be an interest and need in this type of program –neighboring communities have an overflow of people interested in receiving tutoring in this area. Bill will look into this further and report back to the trustees.

6. Trustees Report:

a) Strategic Plan: Karen Tobin has a basic working knowledge of the analysis software. The trustees and Director identified the type of correlations between answers and respondents that would be useful. Frequency of visits, age and satisfaction level were the three most important factors to use for sorting responses. Bill will pass on this information to Karen. Barbara will be receiving information from the Town Planner on build-out projections for the Town. This will be helpful in looking at demographic data.

7. .Old Business: none

8. New Business: none

9. Adjournment: J. Browne/C. Hull)