

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

## AGENDA

### 1. Call to Order and Minutes.

### 2. Financial Report (Feb. 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 Gertrude Farrell account was not intended as an on-going fund. The balance of the account was expended - @ \$58.

b) **Confidentiality:** suggest that we consider expanding the opening statement of our policy (2003) to site the law on which it is based and to clarify the scope of its application. The clarification does not alter the existing policy. **See attached draft.** The proposed wording is in the opening statement. It is in **bold**.

c) **Building Projects:** will begin drafting RFP for painting/gutters of 19<sup>th</sup> century wing.

d) **Delivery:** volume versus vendor's capabilities is still a concern.

e) **Travel Reimbursement:** this has not received attention in almost 20 years.

Reimbursement has been sporadic at best. Currently, a few staff members are required to attend more MLN meetings than in the past. For this reason, and because of gas prices, I will be more attentive to handling reimbursements.

f) **Fourth of July:** we close the weekend of it –sometimes hard to determine when July 4<sup>th</sup> is Wednesday. This year it is on a Tuesday. We will be closed the Saturday and Sunday before July 4. I am checking with the Town to determine if other departments will be closed on Monday.

g) **New Remote Database:** we are adding a new remote database that provides access to more than 150 practice tests including SAT, GRE, Civil Service and others. The software grades the results. We are sending out publicity to the schools, paper and so on.

h) **ESL Program:** a Sudbury resident has met with me 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. I may have more background information for the meeting.

### 6. Trustees Report:

a) **Strategic Plan:** Karen has a basic working knowledge of the analysis software. We need to identify correlations of interest to us. Please think of some of the connections you would like to make regarding responses and types of users. Barbara will give an update on the plan.

### 8. New Business:

### 9. Adjournment:

