

Goodnow Library
Board of Trustees
Tuesday, May 2, 2006
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

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

1. Call to Order and Minutes. The meeting was called to order at 7:35. The February minutes were approved (C. Anderson/J. Browne). The trustees did not meet in March or April.

2. Financial Report (April 06): No problems or unusual trends to report. The Library will have funds for landscaping, spring cleaning (carpets and flooring) and electrical and plumbing repairs. Bill is looking to apply some funds to shelving. Lily is working with him on the landscaping tasks.

3. Friends Report: the Friends agreed to share a portion of the annual subscription cost for the downloadable audiobook subscription. The Friends' book and bake sale generated @ \$14,000. The Friends annual meeting is the second Tuesday in June.

4. Director's Report:

a) Selectmen's Meeting: our annual meeting with the Selectmen is on May 16. The Library will come up at 8:30 or so. The report is to last about 15 minutes. Bill will prepare a review of key events and issues similar to last year's meeting. The trustees used last year's report as a frame of reference. This year's report will focus on the needs and goals coming out of the Strategic Plan. It will include the user survey's most salient points. Barbara agreed to work with Bill on this. We will remind the Selectmen and Town Manager that we will be sharing the final draft of the Plan with them for comment.

b) Confidentiality: Bill hoped that the discussion of policies and procedures related to confidentiality could to pick up again next month.

c) Building Projects: draft of RFP for painting/gutters of 19th century wing is completed and will go to the Town Counsel's office and Building Inspector for suggestions. The work is estimated at \$6,000 by the Inspector. We will be contacting contractors recommended by Building Department and others. Landscaping work will be underway soon. The sprinkler heads for our sprinkler system are on a recall program. Bill checked last week on the timetable. It will be next year. He was told that if we had any heads that were rusting, we should deal with them sooner. We would pay and they would reimburse. We have some rusted heads. Bill will look into we should proceed.

d) Downloadable Audiobooks: will begin in June. Bill is on a small committee that will set up common policies, procedures, advertising and FAQ's for the 24 MLN libraries offering this product.

e) Randy LeSage: Randy asked to meet with the trustees in June to talk about his proposal for paintings.

f) ESL Program: working towards a September start –up. It will be geared for 4-6 adults interested in acquiring basic conversational skills.

g) Volunteers Luncheon: the Friends and staff will have a luncheon for the volunteers

on Thursday May 11 at noon -2 pm.

6. Trustees Report:

a) Strategic Plan: The vision statement and mission statement seem to be in place. Barbara reported that the Committee met and reviewed the status of the Plan last week. The Committee focused on four goals related to the facility, staff/services, collection and technology. Bill and Barbara will work on the details. Karen Tobin is working with the analysis software. She hopes to have most of the sorted reports ready in a week. We will need to interpret the results under the goals.

8. New Business: None

9. Adjournment: 8:40 (L. Gordon/C. Anderson)