

Goodnow Library  
Board of Trustees  
Tuesday, Sept. 5, 2006  
Goodnow Library, Small Conference Room  
7:30 p.m.

## AGENDA

1. **Call to Order and Minutes.** Approval of the June minutes.
2. **Financial Report (July-August FY 07):** no surprises so far. Carry forward for shelving expended. Exterior painting completed and invoice submitted to Building Dept.
3. **Friends Report:**
4. **Director's Report:**
  - a) **Shelving Project:** shelving completed. Most of the re-shifting of materials is finished, thanks in large part to volunteers. We did not have to close. The additional shelving makes finding material easier for users. It makes it easier for staff and volunteers to shelve and shelf read the collections. There is room for additional material as well.
  - b) **Downloadable Audiobooks:** More than 180 checkouts in less than 3 months. We plan on doing a publicity follow-up soon.
  - c) **Randy Lesage:** need to follow-up with a letter to Randy regarding his proposal.
  - d) **Confidentiality:** our overall policy is in place. Bill and staff will review current practices over next few months and then report to trustees.
  - e) **Selectmen's Meeting:** at our annual meeting with the Selectmen on July 25, Barbara and Bill reviewed the accomplishments of the year and discussed upcoming goals. In terms of accomplishments, Bill focused on development of the web site and the acquisition of new databases- available remotely. Bill and Barbara used the preliminary draft of the Strategic Plan as the backdrop for the discussion of goals. Bill reviewed the user survey. Barbara provided a brief review of the planning process and summarized the goals and issues/opportunities associated with them. The Selectmen seemed duly impressed. They showed a particular interest in the funding aspect of our plan. The notion of a foundation was raised by them. In passing the Dunkin Donut gate was introduced.
  - f) **ESL Program:** working towards an October start date. It will be geared for 4-6 adults interested in acquiring basic conversational skills. We will meet with the person overseeing Natick's program next week for advice.
  - g) **Granite benches:** There have been several inquiries in recent years about buying the bench pulled from the front during the building program. It has been resting along the north side lot line. We originally planned on incorporating it in a landscape design.
  - h) **School/Library Discussions:** Bill and other staff will be getting together with town school personnel about joint efforts to promote student, parent and faculty use of resources and services. We will be setting up a similar scenario with LS.
  - i) **FY07 Trust Fund Budget Proposal:** the schedule for submitting proposals was changed and the due date moved up to mid-August. After speaking with the Treasurer, Bill submitted the same figures as FY06. He alerted the Treasurer that the trustees might decide to make adjustments to it when they met in September. She said that would be

fine. (See attachment.)

**j) Sprinkler System:** Bill will look into an evaluation of the system in terms of corrosion of some of the units. The timeline for our recall is year or more away. We may need to replace some of the sprinkler heads and be reimbursed.

**k) Evaluation of Grade Levels for Several Staff Positions:** the Town is completing an evaluation of a number of Town positions –focusing on professional positions. In terms of Goodnow, they are looking at: Part-time Reference, Young Adult/Reference, Children’s, Office Coordinator and Head of Tech Services.

**l) Cleaning Service Contract:** by law we had to go out to bid. A new vendor was awarded the new contract. It represents a about a 14 percent increase over the original contract from three years ago –still within the budget.

**m) Lap Sit program:** we added a program in Children’s for 7 -18 month children and parent. The person with whom we contract for the 18-24 month old children’s program is doing it. The program last for 6 weeks and will be offered 5 times through the year.

#### **6. Trustees Report:**

**a) Strategic Plan:** Reviewed the draft with sub-committee of the Friends and staff department heads. Bill incorporated their suggestions. Barbara and Bill will meet with the Town Manager about the plan. Once the review process is completed, the Funding goal needs to be more fully developed and a timeline applied to the goals. (Current Funding draft attached.)

#### **8. New Business:**

#### **9. Adjournment:**