

Goodnow Library
Board of Trustees
Tuesday, Sept. 13, 2006
Goodnow Library, Small Conference Room
7:30 p.m.

MINUTES

- 1. Call to Order and Minutes.** June minutes approved with a correction (B. Iuliano/J. Browne). Jill Browne was nominated and elected as vice chair (chair elect) of the trustees. The minutes had read vice president.
- 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 library to accomplish it. 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 publicity in October to show the public's response and to encourage more people to use it.
 - c) Randy Lesage:** Bob provided the trustees with a letter of agreement with Randy regarding his proposal to create a series of paintings for the Library. The agreement addresses all of the points discussed with Randy and among the trustees.
 - d) Confidentiality:** our overall policy is in place. Bill and staff will review current practices over next few months and then report to trustees. There was a brief discussion of some typical situations that can complicate applying policies and procedures based on the state law, particularly as it relates to minors.
 - 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.
 - 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:** Bill mentioned that there have been several inquiries in recent years about buying the two benches removed from the front and side of the library during the building program. They have been resting along the north side lot line. We originally

planned on incorporating it in a landscape design. The trustees agreed that one of the topics to be taken up by a landscape committee would be a design for the front lawn that incorporates the benches.

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. Bill thanked Bob and Jill for making the initial contacts.

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. The trustees approved the proposal as it was submitted.

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 –every three years. A new vendor was awarded the new contract. The new contract represents a about a 14 percent increase over the original contract from three years ago, however, it is still within the amount budgeted. The proposal three years ago was extremely low. We anticipated that it would go up.

m) FY07 Budget and Capital Improvement Proposals: Bill recommended setting back by a year each of the capital items listed for FY08, FY09 and FY10. RFID self checkout and check-in systems are in place in a number of libraries and doing well. In our situation, an RFID needs to be integrated with the MLN system, he and several other MLN members interested in this technology feel more work is needed to determine all of the steps and costs associated with integrating a RFID system with the Triple I system (MLN’s vendor) before RFID. Since this would have implications for MLN as well, it may take six months or so to sort it all out.

Because the Strategic Plan will not be in place and underway prior to the FY08 budget proposals deadline, Bill recommended carrying forward, with small modifications, the requests for staffing and materials increases that made in FY07. These requests were modest and consistent with the thrust of the Plan, for example, evening hours. He outlined the suggested proposals and gave rough cost estimates. Approved.

n) 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 lasts for 6 weeks and will be offered 5 times through the year. The trustees were pleased. The question was asked if staff members who provide programs etc. to children without other adults present should go through the CORI check process. Bill will find out.

6. Trustees Report:

a) Strategic Plan: Reviewed the draft with sub-committee of the Friends and staff department heads. Bill incorporated their suggestions. He will share the latest version

with the Planning Committee. Once approved, it will go to the Town Manager to review. Barbara and Bill will meet with the Town Manager about the plan. Once this review process is completed, the Funding goal will be more fully developed and a timeline applied to the goals. The final version will be presented to the trustees.

8. New Business: Bob asked about displaying material promoting HOPEsudbury at the library. Bill said he would set it up with reps from HOPEsudbury.

The trustees hoped to interview candidates for the vacant trustee position at the Oct. 3rd meeting. Bill will try to arrange it. Candidates have until 9/28 to apply. The Selectmen will interview candidates on Oct 17 at 7:45 and confer with trustees.

The trustees discussed expressing their gratitude to Carolyn Anderson for her contributions to the trustees.

The trustees discussed the progress made in revitalizing the Goodnow Foundation. Jill is working on updating the annual reporting required. The trustees agreed to meet 15 minutes early every third trustees meeting to discuss Foundation business. June will be the annual meeting to elect officers. Lily and Barbara have several people in mind to add to the Board of Directors.

9. Adjournment: 9:15 (J. Browne/C. Hull)