

Goodnow Library
Board of Trustees
Tuesday, Dec.4, 2007
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes:** motion to approve the November minutes.
- 2. Financial Report (November FY08):** emergency elevator repairs made last week (\$3000).
- 3. Friends Report:** the Friends will contribute funds to the Longfellow Big Read program. They will host the three Library events as well.
- 4. Director's Report:**
 - a) Longfellow Big Read Celebration:** the three Library events and dates have been confirmed. We have ordered books for the program.
 - b) Meeting with Selectmen Nov.27:** presentation followed the outline distributed to the trustees in October. The emphasis was on goals from the Strategic Plan.
 - c) FY09 budget:** the preliminary budget was submitted. The Town's guidelines called for a level service budget. An explanation needed to be given for all increases. Originally the guidelines stated that, if the total budget increased by more than 2.5%, a department needed to outline options for bringing the total budget increase down to 2.5%. Goodnow's budget was above the 2.5 percent increase (\$23,000) by \$12,000 to \$21,000 – depending on interpretation. However, we were advised to hold off on this exercise for now. Under “new initiatives” the FY09 proposal included proposals for staffing, library materials and the RFID system.

Before sending the December agenda, I spoke with the Town Treasurer for an update on the budget process. She said additional budget guidelines approved by Fin Com and the Selectmen. Departments are to submit new proposals for the non-personnel section of the Level Service FY09 budget. The total for this portion of the FY09 budget should be 1% less than the FY08 total. This has two implications. A one-percent (1%) reduction in the FY08 budget amounts to \$3,188. However, the FY09 level service cost increases total more than \$20,000. Together they require an eight to nine percent (8 -9%) reduction in this portion of the budget.

A revised outline of potential reduction options are attached.

- d) Capital Item:** I met with the Town's Capital Improvement Committee on November 28. I did not come away with a strong impression of their position. Only two people asked questions. The latter part of the discussion focused on the possibility of phasing in the project over two fiscal years so that the investment would not consume such a high percentage of the FY09 Capital budget. I told them that this was feasible. Obviously, there would need to be some understanding concerning the second year's commitment. I pointed out to them that the RFID system has an annual maintenance cost of approximately \$16,000-\$20,000. For this reason, it will receive consideration as a capital item request by CIPC and as a “New Initiative” cost by Maureen and Fin Com. Given the challenges associated with FY09, the operating cost for RFID presents a major obstacle to gaining approval from Maureen and Fin Com. If the latest guidelines for FY09 are implemented, the RFID proposal would not go forward.

e) Goodnow Foundation: discussion and decisions about establishing a supporting organization for a public charity. Consider consulting options. Observations on needs foundation could address

f) Building/Facilities: still waiting for a response from the consultant about replacing the recessed lights above the New Books area. The bulbs for the outside lights were replaced.

h) Annual Report: will draw from the report given to the Selectmen. I think this report will not be as thematic as recent reports –except for its focus on the Strategic Plan. It is due January 4th. We will need to have a plan for reviewing and signing it.

5. Trustees Report:

a) Landscaping:

6. Old Business:

7. New Business: the first Tuesday is New Year's Day. Do we want to switch to the second Tuesday?

8. Adjournment: