

Goodnow Library  
Board of Trustees  
Tuesday, Feb. 7, 2007  
Goodnow Library, Small Conference Room  
7:00 p.m.

## AGENDA

1. **Call to Order and Minutes.** Approval of the January minutes.
2. **Financial Report (Jan. FY 07):** nothing unusual to report. A few significant plumbing and electrical repairs were made.
3. **Friends Report:** at the January Friends meeting Bill reviewed aspects of the Strategic Plan particularly pertinent to the Friends: funding and Friends web page. He thanked the members of the Friends who reviewed the draft of the Plan.
4. **Trustees Report:**  
**Jill has arranged for us to meet with an expert on tax exempt organizations. Her expertise includes entity formation and reporting compliance. She will meet with us at 7:30. We should have our questions ready.**
  - a) **Strategic Plan:** The Committee has completed a timeline for the goals. Will have an update on two objectives discussed at the trustees meeting last month: Goal #1 (Building/Facilities), Objective 1: Landscape Committee...Goal #6 (Funding), Objective 2: Current Goodnow Foundation officers will evaluate the Foundation and alternative entities for soliciting, managing and allocating private donations for the benefit of the Goodnow Library.
  - b) **Trustees by-laws:** update on review of the by-laws.
  - c) **Annual Trustees Symposium:** Saturday March 31 at Holiday Inn in Boxborough. Interesting topics. Will have copies of flyer at meeting.

### 5. Director's Report:

- a) **Annual Report:** Report submitted with the changes recommended by the trustees.
- b) **School Cooperation:** excellent meeting with town school librarians. Set up group e-mail for communicating information on assignments, services and other matters. We agreed on a system for returning books to one another quickly. We shared ideas on how to communicate with teachers and parents about assignments and resources. . Some excellent suggestions came out of these discussions. We are working with a middle school teacher on an ambitious effort to introduce students to our services and resources through a history project. Several of us will meet with the LS librarians on 1/31.
- c) **FY08:** there are three basic FY08 budget options: a non override budget, an override budget to meet level service costs, and an override budget with recommended increases beyond level services. The non-override budget will not match level service cost increases for departments. It would result in reductions in all budgets to meet the cost increases for salary steps, utilities etc. In this budget situation, we would see small reductions in two areas. The second option would cover some to all of the level service cost increases. I suspect our budget reductions would disappear. All of our requests for increases beyond level service were included as part of the Town Manager's recommended budget -the third option. The situation is still fluid. At this moment, our

prospects for FY08 range from small reductions to adding long sought after increases in services and resources. To be continued.

**d) Sprinkler System:** the firm that could be replacing the recalled sprinkler heads contacted the Library last week. The job should begin in April or May. I also contacted the company that services are sprinkler system about corroded pipes. It seems that this latter problem is unrelated to the first and is limited to a small area. We are still investigating the scope of this second problem. It will need to be rectified soon.

**e) Home Delivery to those in need:** met with Director of Senior Center and Ed Gottman about initiating a service. It should begin in March. The Center will provide the volunteer deliverers and will identify the initial customers. We will create a brochure and set up the registration process and handle selecting and managing material borrowed.

**6. Old Business:**

**a) FY08 State Aid:** FY08 state aid cuts to MLN will be restored.

**7. New Business:** storm closings

**8. Adjournment:**