

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

## MINUTES

**Present:** Jill Browne, Barbara Pryor, Bob Iuliano, Phyllis Cullinane, carol hull, Lily Gordon and Bill Talentino.

**1. Call to Order and Minutes.** The meeting was called to order at 7:05. The minutes of the January meeting were approved. (J. Browne/C. Hull)

**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 members of the Friends who reviewed the draft of the Plan.

### **4. Trustees Report:**

**a) Goodnow Foundation and Options:** Jill introduced Judy Edington. Judy is an expert on tax exempt organizations. Her expertise includes entity formation and reporting compliance. The trustees summarized the purpose for establishing and the current status of the Goodnow Foundation. Based on their experience with it, the trustees outlined the characteristics they would like in a tax exempt public charity. Judy reviewed the three main options available – a private foundation, a publicly supported charity or a supporting organization public charity, such as a Friends organization. There are advantages and drawbacks to each. The third option had particular appeal, but there were a few questions that needed to be resolved. Several focused on the Executive Board: mechanism for establishing; composition; authority and relationship to the Library. Bill, Jill and Bob would work on getting more details. Judy would be agreeable to responding to the additional information.

**b) Strategic Plan:** Barbara shared the Committee's timeline for the Plan's goals. The trustees discussed two objectives discussed at the trustees meeting last month. Objective 1 of Goal #1 (Building/Facilities) establishes a Landscape Committee led by one or more trustees. Phyllis agreed to head this committee and Lily will serve on it as well. They will begin looking at the original landscape design and the spring clean-up activities. Under Goal #6 (Funding), Objective 2 focuses on evaluating the Goodnow Foundation and alternative entities for soliciting, managing and allocating private donations for the benefit of the Goodnow Library. The conversation with Judy Edington will be helpful to meeting this objective. Jill and Bob will be working with Bill to determine the most the type of entity that will best serve Goodnow. There was a brief discussion of the type of people who would be helpful as members of the Executive Board or as preliminary advisors. A CPA and investor were suggested.

**c) Trustees by-laws:** the current draft was updated to include suggested changes and to address questions. The trustees will review at the next meeting.

**d) Annual Trustees Symposium:** Bill distributed copies of a flyer describing the symposium. It is on Saturday March 31 at Holiday Inn in Boxborough.

### **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:** staff met with the Director of Senior Center and Ed Gottman about initiating a service. It should begin in March. The Center will provide the volunteers to make the deliveries 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 that would reduce support to networks, MLN, will be restored.

**7. New Business:** the Town has revised storm closing procedures. Goodnow will need to consult with the Assistant Town Manager or Town Manager on such decisions. Bill discussed this change with the ATM and TM and outlined the considerations that go into the decision regarding the Library. A procedure is in place for making decisions in a timely manner.

**8. Adjournment:** adjourned at 9:30. (B. Iuliano/L. Gordon)