

Goodnow Library  
Board of Trustees  
Tuesday, June 5, 2007  
Goodnow Library, Small Conference Room  
7:30 p.m.

## **AGENDA**

- 1. Call to Order and Minutes.** Approval of the May minutes.
- 2. Financial Report (May FY 07):** as mentioned last month, we have a deficit in our utilities account (gas and electricity) –estimate \$2,000. We will set up an energy audit with Nstar. The spring landscaping and cleaning are in place. We will be balancing the budget without difficulty.
- 3. Friends Report:** The Friends have agreed to help with the cost of additional shelving and display units. They will vote on the FY08 budget this month.
- 5. Director's Report:**
  - a) Request from Parmenter Family:** have not received follow-up from the Parmenter Family as yet.
  - b) Strategic Plan:** same status as last month. We are making progress in a few areas, for example the RFID system, display shelving and hours and school cooperation. Some things are slower developing because of temporary staffing issues.
  - c) FY08:** expect to have staffing and scheduling issues resolved by mid-July and open Thursday evenings and add a part-timer for Saturdays –improved lunch coverage by August.
  - d) Access to Dunkin Donuts (DD) From Goodnow:** the Town's review of conditions, including access from Goodnow, was delayed.
  - e) Building/Facilities:** as mentioned, we do plan on having the carpets, upholstery and tile floors cleaned in May or early June. We are looking into adding a water detection component added to our security system. Our exceptional cleaning person has switched jobs. For three years plus, we were extremely fortunate to be able to rely on Wenderson for cleaning and handyman services. The cleaning company has been responsive. The new worker seems to be doing a good job.
  - f) Time Management Training:** the Town is providing department heads with a helpful program.
  - g) Trust Fund Budget FY08:** the proposal is attached with Minutes etc for the meeting. The Trustees of Town Donations will probably meet in August. The FY08 request is the same as FY07.
- 5. Trustees Report:**
  - a) Landscaping:** Phyllis and Lily will report.
- 6. Old Business:**
- 7. New Business:**
- 8. Adjournment:**