

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

Minutes

Present:

1. Call to Order and Minutes. Approval of the May minutes approved.

2. Financial Report (May FY 07): as mentioned last month, there is deficits in the utilities account (gas and electricity) –estimate \$2,000. We will set up an energy audit with Nstar. Small amounts are allocated for spring landscaping and carpet, tile and upholstery cleaning. The Personnel account will be tight. The budget will be balanced.

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. It will be the same budget figures as FY07.

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. Progress is underway in a few areas, for example the RFID system, display shelving, Thursday hours and school cooperation. Objectives that are more staff intensive have not been addressed because of the temporary difficulties with staff coverage.

c) FY08: the staffing and scheduling issues should be resolved by mid-July and a part-timer hired so that the Thursday evening hours can begin and the coverage for Saturdays improved.

d) Access to Dunkin Donuts (DD) From Goodnow: the Town's review of conditions, including access from Goodnow, was delayed. No follow up date was given. The trustees are interested in a discussion which leads to a better mutual understanding of the issues involved.

e) Building/Facilities: the carpets, upholstery and tile floors will be cleaned in May or early June. A water detection component will be 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 six week program.

g) Trust Fund Budget FY08: the trustees reviewed the proposed budget for FY08. It is the same as FY07. Funds under capital items will be used to acquire additional shelving and display units in FY08. Since the Trustees of Town Donations meet in August to approve FY08 budgets, the Library trustees need to vote now. Approved. (L. Gordon/B. Pryor)

5. Trustees Report:

a) Landscaping: Phyllis and Lily reported that they will continue to evaluate options for a spring clean-up. With limited funds available, it is unlikely that we will get more than weeding, cleanup and mulch on the south side. The Friends agreed to provide some funds towards clearing the brush etc along the north side. Clearing the entire north side and planting low maintenance ground cover etc will probably be a phased in project and take several years to complete.

b) Goodnow Foundation: Jill will look at Concord's entity and will contact Marlborough Public library about its set up.

6. Old Business: none.

7. New Business: none.

8. Adjournment: the meeting was adjourned at 8:40. (C. Hull/P. Cullinane)