

Goodnow Library
Board of Trustees
Tuesday, May 1, 2007
Goodnow Library, Small Conference Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes.** Approval of the February and March minutes.
- 2. Financial Report (April FY 07):** we may run a deficit in our utilities account (gas and electricity) –estimate \$2,000. This would be a first since we've been in the new building. This September the price for gas increased 100%. We did not feel the impact until January. Of the \$14,000 spent so far on gas, \$9,000 was spent from January –March. The cost for electricity has gone up by 18%. Our usage through March is not the cause – plus 4.4% in gas and minus 6% in electricity. We will be balancing the budget without difficulty. This does raise a concern about FY08; given that we will be open an additional evening. I will contact Nstar about an energy audit.
- 3. Friends Report:** replaced existing copiers with newer models. On-going cost should be close to the same as the old lease. The annual book sale was held last weekend.
- 5. Director's Report:**
 - a) Request from Parmenter Family:** the Library received a request from representatives of the family to become the repository of the family's historical materials. Attached is the initial request and response to my request for additional information. I asked them to give me a sense of the scope of the current collection and its anticipated growth I mentioned that the usual conditions for the Library include the stipulation that use/access to the collection be the same for all library users. . Rich Davison is a member of the family. He will be contacting me. We have set up prior agreements with the Goodnow and Rice families. (See attachment for draft.) We might want to add the possibility of scanning items and adding to Sudbury Archives database.
 - b) Strategic Plan:** we are making progress in a few areas, for example the RFID system, display shelving and hours –see FY08. Some things are slower developing because of temporary staffing issues
 - c) FY08 Budget:** Goodnow received additional funds to open Thursday evenings and add a part-timer for Saturdays –improved lunch coverage. There is a \$2,000 increase for Library materials as well.
 - d) Access to Dunkin Donuts (DD) From Goodnow:** we received word that this issue will come up again because DD is asking for a change in their original agreement with the Town. They are asking for more seating. The Town is using the opportunity to look at other conditions. An access point from the near corner of our parking lot to the DD property is one of the conditions to be reviewed again.
 - e) Building/Facilities:** after consulting with the sprinkler system maintenance company, the repairs to certain connectors will be scheduled for the same time as the sprinkler head replacement project. This will save the Library money and avoid an inconvenience. The sprinkler replacement should take place within a year. We do plan on having the carpets and tile floors cleaned in May or early June. We are looking into adding a water detection component added to our security system.
 - f) MLN:** looks like we will be going forward with e-commerce (pay fines etc with credit

cards) and courtesy notices- alert users as items come due.

5. Trustees Report:

a) Landscaping: Phyllis and Lily will report.

b) Goodnow Foundation: Jill and Bob will report.

c) New Chair and election of Vice-Chair: Jill assumes chairmanship. Trustees need to elect a Vice-Chair.

6. Old Business:

7. New Business:

8. Adjournment: