

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

Minutes

Present: Carol Hull, Lily Gordon, Bob Iuliano, Jill Browne, Phyllis Cullinane, Barbara Pryor and Bill Talentino

1. Call to Order and Minutes. The meeting was called to order at 7:40. February and March minutes were approved. (J.Browne/B.Iuliano)

2. Financial Report (April FY 07): we expect a small 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. Bill still plans on having the spring landscaping and cleaning carried out –carpet, tile and terrazzo. Without help from the Friends the landscaping will be limited. The budget will be balanced. This does raise a concern about FY08; given that we will be open an additional evening. Bill will contact Nstar about an energy audit. The trustees asked that Bill alert the Town that FY08 will probably be a difficult budget year in terms of utilities. Bill will also look into including upholstered furniture in the cleaning.

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. The Friends raised approximately \$15,000. Bill will present Friends with requests for sharing shelving and display furniture costs. Lily will speak to the Friends about landscaping needs.

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. Bill distributed the initial e-mail request and his response which called for additional information. Bill asked them to give me a sense of the scope of the current collection and its anticipated growth. He 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 Bill. The Library has set up prior agreements with the Goodnow and Rice families. The trustees looked over a draft of an agreement based on the prior agreements. Bill suggested that the possibility of scanning items and adding to Sudbury Archives database of the collection. The trustees emphasized the need to get an accurate description of the size and nature of the collection. A key point would also be whether ownership would be transferred.

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. One or two more staff will need to be hired for the necessary coverage.

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. The trustees discussed their concerns about this possibility. The foremost concern is public safety. This location is narrow and directly in the path of users entering and leaving the library building. The handicapped parking spaces are concentrated in this area as well. Past Chair Barbara Pryor and new Chair, Jill Browne agreed to attend the upcoming Selectmen's meeting when the DD proposal is scheduled to be discussed. The trustees voted: The Goodnow Trustees continue to be unanimously opposed to a gate connecting Dunkin Donuts to the Library for safety reasons and because of other responsibilities to users of the Library. (B.Iuliano/B.Pryor)

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. As mentioned, the carpets, tile and terrazzo floors and upholstery will be cleaned in May or early June. We are looking into adding a water detection component added to our security system.

f) MLN: looks like MLN 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 look for additional estimates. Lily will speak to the Friends about support, especially for cleaning up the north side

b) Goodnow Foundation: nothing new to report.

c) New Chair and election of Vice-Chair: Jill assumes chairmanship. The Trustees elected Carol Hull as Vice-Chair. (J.Browne/P. Cullinane)

6. Old Business: none

7. New Business: none

8. Adjournment: The meeting adjourned at 9:30. (C. Hull/B. Pryor)