

Goodnow Library
Board of Trustees
Tuesday, Nov.6, 2007
Goodnow Library, Small Conference Room
7:00 p.m.

AGENDA

- 1. Call to Order and Minutes.** Approval of the October minutes.
- 1a. Goodnow Foundation:** discussion and decisions for establishing a supporting organization for a public charity. Observations on needs foundation could address.
- 2. Financial Report (October FY08):** emergency elevator repairs made last week.
- 3. Friends Report:** The Friends are supportive of the Longfellow Big Read program.
- 4. Director's Report:**
 - a) Longfellow Big Read Celebration:** meet with others on the committee next Tuesday evening. I expect that we will be firming up events and dates.
 - b) Meeting with Selectmen Nov.27:** the meeting is rescheduled for 11/27. I will give a shorter version of the outline e-mailed to the trustees in October.
 - c) FY09 budget:** I've enclosed a revision to the summary presented at October's meeting. The final version will be submitted tomorrow. The Town's guidelines call for a level service budget. An explanation needs to be given for all increases. If the total budget increases by more than 2.5%, a department needs to outline options for bringing the increase down to 2.5%. We are above the 2.5 percent (\$23,000) by \$12,000 plus. I revised the preliminary outline from last meeting with suggested options for closing the gap.
 - d) Capital Item:** town departments heads with FY09 capital requests and the Financial Director met to discuss and prioritize requests to the Town's Capital Improvement Committee. The Library's RFID proposal for \$135,000 received support. I will meet with the Town's Capital Improvement Committee on November 28. Since the RFID system has an annual maintenance cost approximately \$20,000-\$21,000, it will receive consideration both as a capital item and as an Incremental Increase. If it is supported, the system will be phased in and its actual impact on FY09 will be a percentage of the estimated total annual cost. I will show the trustees a short demo (video) of RFID technology at our meeting.
 - e) Building/Facilities:** I am still waiting for a response from the consultant about replacing the recessed lights above the New Books area. The electrician will order ballasts for the outside lights. One of the elevator seals leaked. It was replaced last week. The repair work and the clean-up and disposal of the hydraulic oil costs approximately \$3,000.
- 5. Trustees Report:**
 - a) Landscaping:**
- 6. Old Business:**
- 7. New Business:**
- 8. Adjournment:**