

Goodnow Library
Board of Trustees
Tuesday, Nov.6 2007
Goodnow Library, Small Conference Room
7:30 PM

Minutes

Present: Bob Iuliano, Carol Hull (vice chair), Lily Gordon, Barbara Pryor, Phyllis Cullinane, and Bill Talentino

1. Call to Order and Minutes. Carol Hull chaired the meeting. It was called to order at 7:32. The October minutes were approved (B. Iuliano/L. Gordon).

2. Financial Report (October FY08): the monthly utility costs continue to be higher than last year. The emergency elevator repairs were 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. The Library will handle the logistics of ordering books for the program.

b) Meeting with Selectmen Nov.27: the meeting is rescheduled for 11/27 at 7:45 PM. Bill will give a shorter version of the outline he e-mailed to the trustees in October.

c) FY09 budget: The trustees reviewed the revised version of the summary presented at October's meeting. The FY09 budget proposal will be submitted tomorrow. The Town's guidelines call for a level service budget. An explanation needs to be given for all increases. Originally the guidelines stated that, if the total budget increases by more than 2.5%, a department needs to outline options for bringing the total increase down to 2.5%. Goodnow's level service budget is above the 2.5 percent (\$23,000) by \$12,000 to \$21,000- depending on how the total appropriation for FY08 is defined. However, Bill was advised to hold off on the exercise of identifying reductions to meet the 2.5% requirement for now. In anticipation of following through on this requirement, the trustees discussed the criteria to be used to identify services and resources to be reduced. The most obvious strategy would be to begin with eliminating the gains made in FY08 through the override –Thursday evening and additional Sunday hours. The trustees agreed to have a special meeting to address budget issues if the Town requested budget reductions prior to the next regularly scheduled meeting. The trustees asked Bill to prepare a summary of the criteria he would use in assessing options for reducing the budget.

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. Bill will meet with the Town's Capital Improvement Committee on November 28 to discuss the proposal. 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 a "New Initiative" under the FY09 operating budget. 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.

Given that the Library may need to implement reductions with a level service

budget for FY09, the trustees were not in favor of supporting an RFID system if it resulted in making additional reductions. The trustees viewed a short demo (video) of RFID technology.

e) Building/Facilities: We are still waiting for a response from the consultant about replacing the recessed lights above the New Books area. The electrician will determine if we need new 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: nothing new to report.

b) Foundation: discussion was delayed because Jill Browne was unable to attend.

6. Old Business: none

7. New Business: none.

8. Adjournment: 8:50 (P. Cullinane/L. Gordon)