

Goodnow Library  
Board of Trustees  
Tuesday, Oct.10, 2007  
Goodnow Library, Small Conference Room  
7:30 p.m.

## AGENDA

- 1. Call to Order and Minutes.** Approval of the September minutes.
- 2. Financial Report (June FY07 and July/August FY08):** nothing unusual to report.
- 3. Friends Report:** The Friends met on Tuesday.
- 4. Discussion with Chair of Selectmen:** discuss with John Drobinski a concept for the Library, MacKinnon's and Dunkin Donuts area of Concord Rd and Rte 20.
- 5. Director's Report:**
  - a) Longfellow Big Read Celebration:** met with others on the committee Tuesday evening. I will report at the trustees meeting.
  - b) Meeting with Selectmen Oct. 23:** I recommend that the focus be on our work implementing the Strategic Plan. We have made some progress in key areas: technology, landscaping, school/library cooperation, and expanding hours. We could mention the RFID and other actions we hope to take over the next year.
  - c) FY09 budget:** I expect it will be due by the first week of November. I've enclosed a preliminary summary of level effort increases. We will have the November meeting for a final review and discussion.
  - d) Capital Item:** I believe that we should consider moving ahead with the RFID self check-out system in FY09. Over the last year a group of libraries, including Goodnow, that have been looking at this technology. It offers a number of benefits. We should benefit from group purchasing power. It offers several benefits. It will free staff from a significant percentage of highly repetitious check-in and check-out for other duties. This time can be allocated to other forms of customer service and other tasks. It will enable staff and volunteers to address inventory maintenance – maintain shelf order of materials. The checkout process will be more efficient and speedier for users. It will offer a level of security for the collection. I will present a short demo (video) at the meeting. Our Capital Plan is due October 12.
  - e) Building/Facilities:** I met with Art Richard of the Building Department, our electrician and a lighting consultant to discuss options. The consultant will be getting back to me.
- 5. Trustees Report:**
  - a) Landscaping:**
  - b) Foundation status:**
- 6. Old Business:**
- 7. New Business:**
- 8. Adjournment:**