

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

Minutes

Present: Carol Hull, Bob Iuliano, Phyllis Cullinane, Jill Browne (chair), Lily Gordon, Barbara Pryor, John Drobinski (chair of Selectmen) and Bill Talentino

1. Call to Order and Minutes. The meeting was called to order at 7:30. The September minutes approved. (C. Hull/B. Iuliano)

2. Discussion with Chair of Selectmen: the trustees discussed with John Drobinski the Town's ideas for making the commercial area of Sudbury more pedestrian friendly. The trustees expressed support for the concept of creating a "green" alternative for residents who frequent establishments in the area. Such a plan could also increase Library use. Currently people travel from one location to another by driving from one parking lot to another. Pedestrian connections (walkways) among the properties along Route 20 could offer a more environmentally positive alternative – park once and walk. In terms of our side of Route 20, the connection would include the MacKinnon shops, Goodnow, Dunkin Donuts and perhaps more. One approach is to have the pathway originate from the Library's parking lot at the point where the Library and Dunkin Donut lots meet. This idea that has existed for some time. It seemed beneficial to review it with the trustees. Other options could be considered.

The trustees outlined the concerns that they have with the concept of placing the entrance and exit of the pathway between Dunkin Donuts and Goodnow's driveway/parking lot. Their concerns are with its impact on library users in terms of safety, access and convenience. The Library's drives and lot are long and narrow. The walkway from the near end of the lot to the Library is a congested area: cars entering, people walking, and cars turning to exit. It is also where all of the handicapped and one of two 10 minute drop off spaces are located. People using the lot for access to Dunkin Donuts would add to the traffic in this busy area. The times when Dunkin Donuts is particularly busy, and its lot over crowded, are the times when the Library is particularly busy and crowded. Senior Library users and parents with toddlers and preschoolers make heavy use of Goodnow during these hours. Adding quick stop consumer traffic to the Library's own traffic would create safety risks greater than those inherent to the current arrangement. In addition, seniors and parents with children tend to park at this near end of the lot for convenience. In addition to contending with greater traffic, they would be competing with quick stop customers of Dunkin Donuts for the most accessible spaces. Finally, the Library's lot is often filled to capacity by library users. The capacity of the Library's lot is below the standard set by the state. The state granted Goodnow a waiver during its building project. To create a situation in which non-library users will take spaces and library users will need to look elsewhere or return at a later time to find parking would be counter to our goals.

The discussion turned to the possibility of placing the connection elsewhere, for

instance, between the McKinnon property line and Dunkin Donuts. An access path on the property line between the lots would offer a direct connection. People who were interested in walking from property to property would have a short direct path. All agreed that the concept was worth investigating. It would seem to be safer and more convenient for all.

John spent additional time with the board reviewing current events in Town and at Goodnow. Everyone agreed that this was an extremely worthwhile discussion. John offered to meet with the trustees more often. The trustees will contact him at a later date.

3. Financial Report (October FY08): nothing unusual to report. Our utility costs continue to increase significantly even though our usage has decreased slightly.

4. Friends Report: Nothing new to report.

5. Director's Report:

a) Longfellow Big Read Celebration: the committee Tuesday evening. Bill reported that the Library will assist in ordering the multiple copies of titles needed to support the program. Several of the programs will take place at Goodnow.

b) Meeting with Selectmen Oct. 23: the trustees agreed that the focus should be on our progress implementing the Strategic Plan. Progress has been made in key areas: technology, landscaping, school/library cooperation, and expanding hours. We should mention the RFID system and other actions we hope to initiate over the next year.

c) FY09 budget: Bill expects that the guidelines will be distributed by mid-month and that the FY09 budget will be due by the first week of November. The trustees reviewed a preliminary summary of estimated level effort increases and a few options for incremental increases. The level service increases come to about \$40,000, 70% of which are for utilities (\$14,500) and step increases (\$13,000). We will have the November meeting for a final review based on the Town's forthcoming guidelines.

d) Capital Item: capital plans are due October 12. We have included an RFID system in our five year capital plan since FY05. Bill proposed moving ahead with the RFID self check-out and check-in system in FY09. Over the last year a group of libraries, including Goodnow, have been looking at this technology –meeting with vendors and evaluating demos. Looking for technological developments to help address the gap between staffing and staff workload is a component of our Strategic Plan. RFID offers a number of benefits that support our Strategic Plan. It is designed to do bulk check outs and check-ins of material – a stack of items all at once. This saves staff from a significant percentage of highly repetitious check-in and check-out transactions. It enables library users to check out material themselves. This checkout process is easy and convenient. Staff members will be better able to keep up with work flow and may be able to allocated time to other forms of customer service and other tasks. It will enable staff and volunteers to address inventory maintenance – maintain shelf order of materials. It will offer a level of security for the collection, although it is not fool proof. Since for large MLN libraries are planning to move forward with RFID. We should benefit from group purchasing power. Based on two estimates, a system at Goodnow would cost about \$235,000. On-going annual costs would come to about \$20-21,000. Goodnow would look to the Town for \$135,000. State aid, grants and other sources would be used for the rest and could be phased in. The trustees supported moving forward with the proposal.

e) Building/Facilities: Bill met with Art Richard of the Building Department, an electrician and a lighting consultant to discuss options for replacing the recessed lights in

the high ceiling above the New Books area. The consultant will be getting back to Bill.

6. Trustees Report:

a) Landscaping: Bill Place does plan on making the clean-up an annual effort. It may even occur twice a year. Barbara Pryor will give Bill the name and telephone number of a tree consultant.

b) Foundation status: Jill contacted the attorney who has been advising the trustees on foundation options. The attorney outlined the steps to be taken and a timeline for gaining status as a supporting organization of a public charity. The attorney will need additional information from us. The process could be started within weeks. Jill will report back with specifics.

7. Old Business: none

8. New Business: Carol Hull asked about parking lights that were out. Bill will look into it.

9. Adjournment: 9:35. (c. Hull/B. Iuliano)