

Goodnow Library
Board of Trustees
Tuesday, Sept.4, 2007
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

Present: Carol Hull, Bob Iuliano, 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 7:35. The June meeting minutes were approved. (P. Cullinane/C. Hull)

2. Financial Report (June FY07 and July/August FY08) FY07 was a chaotic year due to the huge increase in utility costs and the significant plumbing repairs brought on by pipes freezing.): \$2,500 was carried forward to FY08 to pay late coming FY07 utility bills. We will be monitoring FY08 utility costs. The first electricity bill for FY08 is \$1,100 more than last year's bill for 4,000 fewer kwh.

3. Friends Report: The Friends September –November newsletter will go out soon.

5. Director's Report:

a) Longfellow Big Read Celebration: the Library is participating in a six week long community wide program developed by Longfellow's Wayside Inn with support from the National Endowment of the Arts and other organizations. Total expenses will be about \$58,000 –including in-kind donations of about \$25,000. The NEA has given a \$15,000 grant. Fundraising will be used for the rest. The program starts at the end of February.

Because of the Inn's connection to Longfellow, most prominently through the Tales of the Wayside Inn, the NEA agreed to sponsor a community read of Longfellow's works as well as other activities that will celebrate his life and contributions to America's literature and heritage. In addition to the Inn and the Goodnow Library, the Sudbury school system, regional high school and Senior Center will be sponsor activities. We expect local reading groups and other organizations to be involved and the community at large to attend programs and participate in the Longfellow Big Read.

The Library will be responsible for presenting three programs on Longfellow to the community. The goal is to have three authors who have written on Longfellow speak. I received recommendations from the director of the Longfellow Museum. The museum is having programs in September on Paul Revere and Longfellow. In addition to the programs, we will handle the logistics of ordering a large number of books to be given to the schools.

b) Strategic Plan: we have made solid progress over the last three months in three areas: technology, landscaping and school cooperation. With Mark Thompson's help we are in the process of making significant design changes to our web site. We will be working with someone on the aesthetic aspects soon. Mark and Karen Tobin have put together a profile of our staff and public PCs. This detailed inventory list will help us keep to a schedule for upgrading equipment and software systematically.

DPW has contracted with a landscaping company to carry out large one-time or seasonal projects. They did a thorough job of pruning plantings and cutting brush along the drives and parking lot. We will need to follow up on it. Bill Place, director of the DPW, recommends that we remove the two trees along the wall of the Local

History/Trustees Room. They will damage the foundation. Attention needs to be given to the tree by the ramp as well. The trustees agreed that the trees by the Local History wing should be removed. Barbara Pryor will put Bill in contact with a tree consultant about the long term growth issues associated with the other trees along the drives and parking lot and the one by the ramp. The trustees asked by to find out if contract with landscapers to provide major pruning etc for town buildings will be an annual Town practice. Phyllis and Lily will still look into options for clearing the remains of bushes etc along the exit drive.

Bill and Karen Tobin met with new teachers to the Sudbury school system last week. They gave a brief orientation to services and resources available to teachers and students. The theme was how the Library can help them and how they can help library staff to help them. It went well. Bill should be meeting with the superintendent and PTO's soon.

In terms of a foundation, a recommendation will be made in the Trustees Report.

c) Hours: the Library plans to open on Thursday evening beginning in October. Staffing will be in place at that point. Advertising will begin next week. A schedule for making the most of the additional Saturday lunch coverage is established.

d) Access to Dunkin Donuts (DD) From Goodnow: the Town's review of conditions, including access from Goodnow, has been delayed for several months now. It should be taken up again this fall. The trustees asked Bill to contact the chair of the Selectmen and request a meeting to discuss the issue before it is taken up formally by the Selectmen. Since the Selectmen meet on the second and fourth Tuesday of the month, the trustees agreed to meet the second Wednesday of the month to allow the chairman to attend.

e) Building/Facilities: the carpets, upholstery and tile floors were cleaned. A water detection component will be added to our security system this month. It will detect leaks from the Boiler Room. Our exceptional cleaning person is back. The Town contracted with an energy auditor. He focuses primarily on lighting. He gave the library high marks. He did not have any significant recommendations.

Bill hopes to meet with Art Richard of the Building Department and the Library's regular electrician to consider solutions to the lighting problem in the New Books area. To change the recessed lights in this area requires bringing in apparatus that elevates a bucket 30 feet. In order to create space for this equipment, staff has to empty all the books from the shelves, remove all of the shelves from the stacks and push the shelving frames into the entrance area. Bill is hoping that new lights can be installed can be maintained easily.

f) FY09 Budget: it will be due by the first week of November. We put together an ambitious request last year that focused on needs identified in the Strategic Plan, particularly staff and library materials. Our success was limited to the Thursday evenings, additional Saturday coverage and a small increase in the book budget. This amounts to about 20 percent of each request. Our most pressing level service need will be in utilities. We may need an increase of \$12,000 or more in this area. Most likely, the FY09 capital plan will include the RFID self check-out system which has been included in previous plans.

g) Trust Fund Budget FY08: the proposal was submitted to the Trustees of Town Donations in August. It will be voted on in early September. The final FY07 report from

Trustees of Town Donations was distributed.

h) PLA Conference: the bi-annual conference is this March in Minnesota. Bill recommended that he and Assistant Director Karen Tobin attend. The library would pay for the Conference fee, rooms and flight. He estimates these would total about \$1600. Food and other costs would be paid by the attendees. As in the past, the money would come from the trust fund income. Approved. (B. Pryor/P. Cullinane)

i) Lost A/V items: just to alert the trustees that we will be bringing forward recommendations regarding our existing policy which charges a fee for lost cases, inserts and barcodes for a/v and for lost discs. Staff will probably complete our review this upcoming month.

5. Trustees Report:

a) Landscaping: Phyllis and Lily spoke about working to maximize the work already done by the landscapers.

b) Foundation status: Jill and Bob reviewed the options the trustees had been considering. Based on the information gathered, they recommended that the most advantageous form of public charity for Goodnow is a supporting organization. It required the least amount of record keeping and other reporting obligations. The trustees supported this recommendation. Jill will look into legal services for establishing the charity.

6. Old Business:

7. New Business:

8. Adjournment: The meeting adjourned at 9:10. (P. Cullinane/B. Iuliano)