

Goodnow Library

Board of Trustees

Tuesday, Dec. 2, 2008

Goodnow Library, Trustees Room

7:30 p.m.

## **AGENDA**

**1. Call to Order and Minutes:** motion to approve the October 28 minutes.

**2. Director's Report:**

**a) FY10:** Both versions of the budget were submitted: a non-override budget showing a 2.1% increase over FY09; and an override budget showing a 4.5% increase over FY09. The budgets reflected the decisions approved at the October 28 Trustees meeting. Bill met with the Town Manager, Assistant Town Manager and Financial Director to review the proposals. The group focused solely on the 2.1% proposal. Bill outlined the reductions resulting from the 2.1% budget and their implications. He pointed out that a number of line items were reduced in FY09 as well. The Town Manager alerted Bill that the 2.1% budget guideline for departments is probably optimistic. There are indications that more reductions will be needed. In fact, there is a possibility that reductions will come in FY09. As reported in the Crier, there is the possibility of a 5% reduction in FY09.

The Town Manager mentioned that the Budget Advisory Committee has recommended looking for opportunities to regionalize municipal services. Maureen asked that the trustees and Bill look at aspects of library services that lend themselves to this –perhaps alternating weekend schedules with Wayland. She also mentioned increasing and establishing fees to support services, for example, establishing a rental fee for A/V material. She offered to meet with the Director and trustees to discuss these and other ideas- possibly in January.

**b) FY09:** setting aside 5% of the budget (\$49,000) would be a formidable and extremely damaging prospect, particularly with better than 40% of the budget year gone. Working with the library department heads, Bill identified reductions that amount to approximately \$25,000. The details will be available at the meeting.

**c) RFID and Self Check-Out:** Bill met with the CIPC about the RFID proposal calling for \$80,000 from the Town for Phase I. He reviewed all aspects of it and explained the less expensive and less beneficial option of MLN's Self- Check. Some questions were raised that Bill answered with a follow up report to CIPC. The Committee meets on December 3 to deliberate.

**d) Staff Meeting:** I am planning for a full day meeting that will include a morning session on stress to be given by the Town's EAP provider. The afternoon will be spent on reviewing policies and procedures, a brief training session and breaking up into department meetings. It will take place Friday, January 30<sup>th</sup>.

**3. Trustees Report:**

**4. Old Business:**

**Goodnow Library Foundation Inc.:** Jill and Barbara will report.

**5. New Business:**

**6. Adjournment:**