

Goodnow Library

Board of Trustees

Tuesday, Dec. 2, 2008

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:35. The October 28 minutes were approved. (L. Gordon/P. Cullinane)

2. Director's Report:

a) FY10: Bill summarized the budget hearing with the Town Manager, Assistant Town Manager and Financial Director. As required by the Town, Bill had submitted two versions of a budget: a non-override budget showing a 2.1% increase over FY09; and an override budget showing a 4.5% increase over FY09. The meeting 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 for FY10. 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 capitalizing on 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 the Wayland P.L. She also mentioned increasing and establishing fees to support services, for example, establishing a rental fee for A/V material. Bill told Maureen that Goodnow has been a proponent of capitalizing on regional service opportunities for better than 25 years –being instrumental in establishing MLN and the Regional Library system. Goodnow would look for opportunities to coordinate and collaborate with Wayland and others to provide services. Like all worthwhile efforts, it should be evaluated carefully and realistically. Long term advantages need to be assessed. Maureen offered to meet with the trustees to discuss these and other ideas- possibly in January. She would ask the chair of the selectmen to participate.

Maureen asked that all departments look at fees to make sure that they are realistic. She asked if the trustees had thought of a fee for borrowing DVD's. Bill said that the notion had

not been discussed. He would raise it with them. His concern was that it would discriminate against residents who focused on this format and that it would diminish use of the materials.

The trustees thought meeting with Maureen and Larry O'Brian was an excellent suggestion. Bill will work with Maureen on a time and date. The trustees discussed the idea of a DVD fee and concluded that it would be unfair to a segment of users. They will look at the Meeting Room fee next month.

b) FY09: Bill passed out a copy of the monthly financial report with potential reductions added to it. 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 bulk of the potential reductions came from Building, Library Materials and Personnel. In addition, bill suggested that closing the Friday through Sunday after Christmas would potentially save \$2,100 more -\$1,100 in staffing and \$1,000 in utilities. The trustees approved this suggestion. (B. Pryor/B. Iuliano) Smaller but similar savings could be gained by closing the Saturday and Sunday before the four remaining Monday holidays in FY09.

The trustees began to review other potential reductions. They approved the reduction in vacation replacement, spring time cleaning, and utilities. The others would be discussed further at the next 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 of the questions raised required a follow up report to CIPC. The Committee meets on December 3 to deliberate.

d) Staff Meeting: The Library is planning for a full day staff 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 30th.

3. Trustees Report:

4. Old Business:

Goodnow Library Foundation Inc.: Jill, Barbara and Bill reported on the progress made with the consultant. Much of the Strategic Plan is in place. Drafts of the vision and mission statements and frequently asked questions were finalized yesterday. The consultant will make the revisions to them. They will be presented to the trustees to review. They will be reviewed next by "stakeholders" –people who have a particularly strong interest in the Library.

5. New Business: None

6. Adjournment: the meeting adjourned at 9:05. J. Browne/P. Cullinane)