

Goodnow Library  
Board of Trustees  
Tuesday, Feb.12, 2008  
Goodnow Library, Trustees Room  
7:30 p.m.

## AGENDA

- 1. Call to Order and Minutes:** motion to approve the December minutes.
- 2. Financial Report (Jan. FY08):**
- 3. Friends Report:** the Friends made a generous donation to Longfellow's Big Read.
- 4. Director's Report:**
  - a) Personnel:** we have put in place a transition plan for the Head of Circulation. The plan allows her to continue on part-time for a specific period of time. During this time she will become part of the Reference Department. In addition to reference service, she will continue with collection development, scheduling and several other "behind the scenes" circulation tasks. She will be leaving Goodnow's employment by the end of July. We have another staff member on temporary leave.
  - b) FY09 budget:** we have not received additional information regarding the FY09 budget. The reductions outlined in January are still in play. As requested by the Town Manager, we submitted several priorities for consideration in an override scenario.
  - c) RFID:** the group of libraries interested in RFID is contacting customers of vendors. We are still gathering information on costs and assessing the impact of RFID.
  - d) Building/Facilities:** with the help of Art Richard (Building Dept.), we met with a lighting vendor about the recessed lights in the New Books area. He came up with a solution that seems to meet are practical and aesthetical concerns. He is proposing track lighting along the side walls. They have a low profile and offer flexibility. They provide appropriate illumination. They will last ten times longer than the existing lighting and will be accessible via an extension ladder without moving the stacks.
  - e) Big Read:** Goodnow events begin February 28.
- 5. Trustees Report:**
  - A. Goodnow Foundation:** Jill and Bill had a meeting with Marilyn Martino and Rich Davison (Sudbury Foundation) and a meeting with the director of the Groton Public Library. The meetings were informative. Based on the advice received, some language was added to our incorporation papers. The paperwork is about to be submitted. After speaking with Rich and others, it is clear that our focus needs to be directed at the board, the message and the funding. We need to consider the initial size and composition of the board. What skill sets do we need? We need to articulate the purpose of the foundation. How do we disseminate it? We need to determine a funding goal (amount), a strategy for reaching it and a plan for managing it. Will we need to contract for help to address these tasks?
- 6. Old Business:**
- 7. New Business:**
- 8. Adjournment:**