

Goodnow Library  
Board of Trustees  
Tuesday, Jan...8, 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 (December FY08):**
- 3. Friends Report:** since the Friends are meeting the same evening, perhaps we should meet with them for a few minutes to express our appreciation.
- 4. Director's Report:**
  - a) Parking Policy:** Once in a while we are faced with a situation in which someone uses the Library's parking lot for carpooling or other lengthy non-library parking purposes. We usually become aware of this through our cleaning person. A car or two will be in the lot when he arrives or will appear in the lot between then 6 AM - 8 AM. He cleans the walks etc. and brings out the trash during this time. I composed a flyer some time ago which I print out and place on the windshield of vehicles left at the Library. It explains why we do not allow this practice. The tone is polite. I usually do it for a repeat offender. The flyer says that the Library will contact the police, if it becomes a repeated practice. During the winter months I will do it the first time because of the complications associated with plowing the Library. I put a flyer on a car the last week of December. Someone left their car at Goodnow early in the morning. The plow and sander came at 8:00 and had to work around it. It was still there after 5 PM. The owner of the car contacted the Assistant Town Manager and stated that the town should provide public parking for those carpooling or using public transportation.

Although, this situation only arises occasionally, it seems appropriate to have a formal policy. The flyer is attached.

**b) FY09 budget:** subsequent to the budget proposal approved by the trustees at the December 4 meeting, the FY09 budget guidelines were modified. The budget approved by the trustees showed a 2.5 % increase over FY08 minus the equivalent of a 1 % decrease in the non-personnel portion of the budget. In large part due to the significant increase estimated for utilities, the budget reflected a reduction of \$26,000 from level services for FY09. As suggested by the trustees, I set up a meeting with the Town Manager (TM) and Financial Director (FD) to discuss utilities costs as they relate to the guidelines. The few departments with utility costs as part of their budget face more cost reductions than those departments that do not have to budget for their utility costs.

Prior to my December 6 meeting with the TM and FD, the guidelines were changed again. The 1 % reduction from FY08 totals was to be applied to personnel as well as other areas. For Goodnow this represented an additional reduction of approximately \$30,000. The revised budget was due December 7.

At the meeting the following day, 12/6, I pointed out the inconsistency in budget reductions from department to department due to utility costs. Those with utility costs in their budgets faced a higher fiscal burden. Maureen agreed that there were inconsistencies in how utility expenses were allocated. She did not think any changes could be introduced at this time. I also raised the question about the figures to be used for

FY08 salaries. She said to use the final salary figures for FY08.

I discussed the latest developments with the RFID project. A phased in approach over two fiscal years or more would work. Phase 1 would focus on the staff side of the system. The on-going maintenance costs for Phase I only amounted to \$4,000-\$5,000, excluding tags. Bill asked the TM and FD for their support. The project offered a low cost response for addressing some of the pressing staffing needs. The FD said she would put me on the agenda for the CIPC meeting.

Next I took up the latest change in the FY09 guidelines – a 1% reduction below FY08 for the entire budget. I outlined a preliminary response that had been discussed with the trustees only in terms of speculating about strategies for addressing additional reductions. Among other things, it called for reducing one of the four remaining full-time positions to part-time, restructuring its duties and, most likely, its grade. Maureen said she would look into the utility issue. I was to submit the budget with the reductions as outlined.

Friday morning, prior to submitting the revised budget, the FD advised to come up with a budget with a total reduction of \$30,000. The proposal I submitted included the original proposal approved by the trustees with \$4,000 in additional cuts. Two weeks later, I was asked to reduce about \$4,000 more. The total reduction came to approximately \$33,800. The approximate breakdown is: Salaries (\$10,000), General Expenses (\$1000), Automation (\$700), Library Materials (\$8,600), Maintenance (\$2,000), Utilities (\$5,400), Travel (\$150) and Contracted Services (\$5,400).

The Library and other town department budgets will be taken up by Fin Com Thursday, January 17.

**c) Capital Item:** I met with the Town's Capital Improvement Committee a second time on December 11. They recommended a phased in approach to the RFID project. Phase I would support the staff side of introducing RFID. The Town's portion would be \$75,000. Goodnow's would be about \$50,000. This would get the tags for the entire collection and the hardware and software for library operations excluding self checkout and automatic check-in. The on-going expense for Phase I only amounted to \$4,000-\$5,000. Bill asked the TM and FD for support. However, it seems that some portions of the FY09 Capital Budget, including the RFID funds, will be moved to the Town's FY09 operating budget.

**d) Goodnow Foundation:** an update.

**e) Building/Facilities:**

**f) Annual Report:** the final report reflected the suggestions made by the trustees.

**5. Trustees Report:**

**6. Old Business:**

**7. New Business:**

**8. Adjournment:**