

Goodnow Library
Board of Trustees
Tuesday, Jan.8, 2008
Goodnow Library, Trustees Room
7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:40. The December minutes were approved. (P. Cullinane/B. Iuliano)

2. Financial Report (December FY08): the dramatic rise in utility costs this year over last seems to have subsided for the last month or so. We will continue to monitor it closely.

3. Friends Report: the Friends met the same evening as the trustees. Bill made a brief appearance at their meeting to thank the Friends for the great support this year. He gave the Friends details on the Longfellow Big Read program.

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. Since he cleans the walks etc. and brings out the trash during this time, he is aware of parking lot activity. If he sees a pattern, he tells Bill. Bill distributed the flyer that he places on the windshield of vehicles left at the Library. It explains why we do not allow this practice. The tone is polite and firm. He usually uses 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 he will put it on windshields of first time offenders because of the complications associated with plowing the Library. He 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 AM 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. The Assistant Town Manager and Town Manager understood the need for our restriction.

Although, this situation only arises occasionally, it seems appropriate to have a formal policy. The flyer can be used as a draft of the policy.

The trustees made three suggestions to the flyer. The changes made the purpose clearer and softened the language. The approved policy reads as follows:

The Library's parking lot is intended for people using the library. We regret that it cannot be used for other purposes, such as, parking for commuter car pooling. Our practice is to alert those using the lot for non-library purposes of our policy. There are a number of reasons for this policy. Our lot is often filled by library users, especially on days when we have children's programs or community group meetings. In the winter there are additional problems. We lose spaces to the snow piled up along the perimeter of the lot. Also, cars left in the lot compromise the Town's ability to plow and sand.

Thank you for your cooperation. Approved. (B. Iuliano/B. Pryor)

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

At the meeting on 12/6, Bill 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. Bill also raised the question about the figures to be used for determining FY08 salaries. She said to use the final salary figures for FY08.

He 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 Bill on the agenda for the CIPC meeting.

The rest of the meeting focused on the latest change in the FY09 guidelines – a 1% reduction below FY08 for the entire budget. Bill 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 as a way to lower the reduction. Bill was asked to submit the budget, with the 1% reduction across the board, as he had outlined it.

Friday morning, prior to submitting the revised budget, the FD advised Bill to come up with a budget with a total reduction of \$30,000. The proposal he submitted included the original proposal approved by the trustees with \$4,000 in additional cuts. Two weeks later, he 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: Bill 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.

Bill and the trustees discussed other options for initiating the RFID project in a limited fashion.

d) Goodnow Foundation: Jill provided an update on the documents to be filed. Several questions needed to be answered to complete the documents. The corporation would be called the Goodnow Library Foundation Inc. The annual meeting was set as the first Wednesday of October. The directors would serve one year terms. The Library trustees would make up a majority of directors. The Library Director would be an officer (secretary) but not a director. This information will be given to the lawyer. Bill and Jill will try to set up a meeting with Rich Davison and Marilyn Martino to get their input on the composition of the board and other matters.

e) Building/Facilities: Bill is still working on solving the lighting issue in the New Books area.

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

5. Trustees Report:

6. Old Business: none

7. New Business: none

8. Adjournment: 9:10. (B. Pryor/B. Iuliano)