

Goodnow Library

Board of Trustees

Monday, June 9, 2008

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

1. Call to Order and Minutes: motion to approve the May minutes.

2. Financial Report (May FY08): as reported last month, our revised estimate is that we will spend almost to the last dollar in all non-salaried areas of the budget. We now expect to have \$2,000 left in salaries related to unpaid sick leave which we could not have predicted. We may need to draw upon the Meeting Room Revolving Fund for fuel. We just receive notice that our fire and sprinkler systems are due for a five year inspection. This is an unanticipated cost and comes to \$5000. I am looking into it and have alerted the Financial Director that a transfer would be necessary. She is working towards this end.

3. Friends Report: I will review the annual budget request with the Friends at their meeting this Tuesday. It was submitted last month.

4. Director's Report:

a) Personnel: the Head of Circulation selection process is completed. Phyllis and Jill participated in the final round of interviews. We offered the position to Michael Briody. He accepted. Michael is head of Circulation at the Norton Public Library. Our current plan is to have him begin the last week of July to allow for some overlap with Deb Pellegrini. The YA/reference Librarian is still out.

b) RFID: Brookline and Wellesley are going forward with the RFID project. They have the funding. A group of us interested in RFID will be visiting a library in Long Island this week. This library is part of a network using the same automated circulation vendor as Minutemen. The library is also using one of the RFID vendors we like. We expect to gain some valuable practical information from the visit. As we discussed last month, it seems clear that the level of additional staffing called for in our Strategic Plan will not be realized in the foreseeable future. Small reductions seem more likely. Our plan also calls for addressing staffing needs through technology acquiring technology that will minimize the amount of staff time invested in laborious and repetitious activities such as circulation tasks. Given the Town's current economic status, this seems to be the most viable option for us in terms of resolving staffing needs. I think we should set in motion a plan to pursue self checkout or RFID in FY09 and beyond. This would mean looking at potential funding sources.

c) Recycling Paper: the company that places a recycling bin at institutions has not gotten back to me.

Things have been so busy that I have not pursued it aggressively. I will make contact.

d) Building/Facilities: with the help of two volunteers we re-configured the seating and stacks for the magazine and oversized book areas. People seem to like the change. Last week's Sudbury Town Crier has an article on Randy and the paintings. Soon we will be working on installing the new lights over the New Books area.

5. Trustees Report:

a) Goodnow Foundation: Jill, Barbara and Bill have been working on the selection process for a consultant to help us with establishing a strategic plan for the foundation including public relations material for key stakeholders in the Foundation, including its board. Jill and Barbara will report at the meeting. Foundation documentation, by-laws, articles of incorporation and so on, was sent to Town Counsel.

6. Old Business:

7. New Business:

8. Adjournment: