

Goodnow Library

Board of Trustees

Monday, June 9, 2008

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:35. The May minutes were approved. (B. Iuliano/J. Browne)

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: Bill 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 the offer. 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 by 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. Bill recommended initiating a plan to pursue self checkout or RFID in FY09 and beyond. This would mean looking at potential funding sources –trusts, Build For The Future funds, state aid, Friends and Town.

c) Recycling Paper: the company that places a recycling bin at institutions has not gotten back to Bill yet. Things have been so busy that Bill has not pursued it aggressively. He will contact the4 representative soon.

d) Building/Facilities: with the help of two volunteers staff 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 had an article on Randy LeSage and the paintings. Soon we will be working on installing the new lights over the New Books area.

Bill mentioned that he and Karen Tobin will speak with Mark Thompson about developing a realistic plan for upgrading Library PC's. There are a minimum of six that are constantly out-of-order and several others that are woefully inadequate. The current arrangement of getting one or two new PC's and older PC's from other departments is not a realistic solution.

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, especially its initial board of directors. The committee selected Jay Vogt. Jay has a great deal of experience in this area. He is well known and respected by the Sudbury Foundation. He has been a library trustee at Concord. He is enthusiastic about the project. Bill sent the documentation (by-laws, articles of incorporation and so on) requested by the Town Counsel. Bill will submit the application for consultant services to the Sudbury Foundation this month.

6. Old Business: none

7. New Business: Lynn McLean spoke with Phyllis about a fourth Hosmer painting. The Library agreed to accept three some years ago. Phyllis will look into it.

8. Adjournment: adjourned at 8:40. (L.Gordon/B.Iuliano)