

Goodnow Library
Board of Trustees
Tuesday, March 18, 2008
Goodnow Library, Trustees Room
7:30 p.m.

AGENDA

- 1. Call to Order and Minutes:** motion to approve the February minutes.
- 2. Financial Report (Feb. FY08):** utility costs remain a concern. Bill will be monitoring them and building repair costs. He will look at the possibility of using other areas for balancing them, for example, Personnel.
- 3. Friends Report:** the Friends Book and Bake Sale are coming up soon.
- 4. Director's Report:**
 - a) Staff Development:** several years ago we decided that it would be appropriate to close the Library for staff training purposes. We plan to do this the morning of Thursday, April 3. We will have a staff meeting, an in-house training session and then break up into groups for various department meetings. Given all of the changes that have occurred in recent months, I feel that this is an important step. One of the things we will discuss is areas of stress that the staff would like to have covered when we bring someone in for a program on job stress.
 - b) Community Events Sign:** one or two times a year we get a request to allow a sign on our front lawn publicizing a group's event. For example, Saint Elizabeth's contacted me with a request two weeks ago. It is a prime location for publicizing events. Our policy has been that signage is limited to Library/Friends activities. Perhaps we should re-consider the policy. Certainly there are a number of logistical and public relations issues to consider if we allowed this practice.
 - c) Personnel:** the transition plan for the Head of Circulation is progressing. I will be advertising the position this week. The possibility of having another staff vacancy did not materialize.
 - d) FY09 budget:** the only additional specific information we have on the FY09 budget options comes out of the Town Warrant. Without an override, the reductions outlined in January are still in play. Override option #1 leaves all of the reductions in place except for Personnel. It restores @ 70% of this reduction. Override #2 brings us back to a Level Effort budget –all of the reductions restored. So, overall, we gain \$6,600 in the first override option –all in salaries. The cuts to the book budget, automation, building and so on all remain unless Override #2 passes. The only other library factor in the override scenario is that we gain the \$75,000 for RFID in both override options.
 - e) 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. We are also looking into a self checkout option without RFID.
 - f) Building/Facilities:** the replacement of the sprinkler heads, part of a recall program, is almost completed. At the same time, we are having about 20 sprinkler system connectors replaced. They are not part of the recall program, but are badly corroded and need to be replaced. Doing them at the same time saves money and minimizes disruptions. The latter cost is our burden -\$2,800.
Implementation of the new lighting scheme for the New Books area is underway.

g) Big Read: Goodnow events are over. They went well.

5. Trustees Report:

A. Goodnow Foundation: Jill and Bill have started to look at the specifics of a grant application. The deadline is July. To complete it, we need to decide on the type of services that will be supported by the grant and estimate the cost. Perhaps we can find someone who would be willing to help us answer these two questions. In prior discussions, we identified several areas of need. They included: determining a funding goal (amount), establishing a fundraising strategy for reaching it, and creating a financial plan. Composing foundation related public relations material is also a possibility.

6. Old Business:

7. New Business:

8. Adjournment: