

Goodnow Library

Board of Trustees

Tuesday, March 18, 2008

Goodnow Library, Trustees Room

7:30 p.m.

## Minutes

**Present:** Bob Iuliano, Jill Browne, Barbara Pryor, Phyllis Cullinane, Lily Gordon and Bill Talentino

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

**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 any surpluses that may appear in other areas, for example, Personnel, to meet fuel, repair and other costs. The trustees approved this plan. To switch funds from Personnel, Bill will need to get approval from the town. (B. Iuliano/L. Gordon)

**3. Friends Report:** the Friends Book and Bake Sale are coming up soon. The Friends approved paying the \$750 filing fee for the tax exempt status application for the Goodnow Foundation Inc. The trustees reviewed the draft of an explanation on the purpose of the Foundation and its relationship to the Friends. Bill will send the explanation to the Friends.

### **4. Director's Report:**

**a) Staff Development:** Bill described the upcoming staff meeting that will take place the morning of Thursday, April 3. The Library will be closed for the morning. In addition to a review of issues, policies and other matters, it will include an in-house training session and then a break out session. Staff will be in small groups for various department meetings. Given all of the changes that have occurred in recent months, it will be a challenge to cover everything in four hours. One of the things the staff will discuss is the benefits of a staff 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 Bill with a request two weeks ago. The Library's front lawn is a prime location for publicizing events. Our policy has been that signage is limited to Library/Friends activities. Certainly there are a number of logistical and public relations issues to consider if we revisit this practice. The trustees decided to maintain the existing policy.

**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:** the events scheduled at Goodnow ended last week. 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:** None

**7. New Business:** Carol Hull becomes chair of the Trustees in June. The trustees elected Lily Gordon and vice-chair for FY09. It was an unanimous decision.

**8. Adjournment:** 8:50 PM (B. Iuliano/B. Pryor)