

Goodnow Library

Board of Trustees

Tuesday, May 13, 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 (March-April FY08): our revised estimate is that we will spend almost to the last dollar in Salaries and all other areas of the budget. We expect to have only several hundred dollars left in salaries –too close to the bottom line to transfer out or carry forward. As we draw to the end we will have a little flexibility if our calculations are off slightly. For instance, we could close the last remaining Sunday of FY08 to reduce salaries. We could draw upon the Meeting Room Revolving Fund for fuel.

3. Friends Report: the Friends Book and Bake Sale was a success. Sales totaled \$15,247 which is \$565 more than last year. I am preparing the annual budget request to the Friends. It is submitted in June.

4. Director's Report:

a) Staff Development Day: the staff and I thought it was a valuable experience. We discussed several of the key concepts I gained from PLA. We reviewed upcoming staffing changes. Karen gave everyone an orientation on several new MLN on-line catalog features. The four hours flew by. One thing that I raised with the staff was allowing food in the Library. To be discussed.

b) July Third: We will be closed Friday, July 4 and the weekend. I recommend that we close at 5 PM on Thursday, July 3.

c) Personnel: the Head of Circulation position has been advertised. Four –to-six particularly promising candidates have applied. The interviewing process will begin in about a week. Phyllis and Jill will participate in the final round of interviews and selection.

d) FY09 budget: the library will operate under the non-override budget. It represents reductions of approximately \$35,000. As planned the reductions will be allocated in Salaries, Building Maintenance and Library Materials. I will be working out the details.

e) RFID: the group of libraries interested in RFID is still trying to set up visits with customers of vendors. We are still gathering details on costs. We are also looking into a self checkout option without RFID. This option relies on barcodes and barcode scanners. The library customer scans her library card and barcode for each item at a public checkout workstation. It is not as streamlines or fast as RFID and

offers no security. It does not apply to check-in operations. However, it is less expensive. The cost of tags disappears and the interface software costs for communication between Minuteman's system and the RFID vendor. This second option may be implemented as an independent goal or as the initial phase towards introducing RFID. It is viable in both scenarios. I think that we should aggressively pursue the most viable of these options. It seems clear that the level of additional staffing called for in our Strategic Plan will not be realized in the near future. In fact small reductions seem more likely. Maximizing staff productivity by using technology to minimize staff investment in laborious and repetitious circulation operations seems to be growing in importance as a strategic response to the staffing dilemma.

f) Building/Facilities: the replacement of the sprinkler heads is completed. We had about 20 sprinkler system connectors replaced as well. The connectors were not part of the recall program, but were badly corroded and need to be replaced. Doing them at the same time saved money and minimized disruptions. This additional work came to \$1,800- \$1,000 less than originally estimated. Since all areas of the budget are so tight, we will not be able to replace sections of the old gutters or make any other small repairs in this fiscal year. We did modify the light fixtures and wiring in the New Books area.

g) Big Read: the six week program ended in mid-April. It was a successful community-wide experience. Cindy Koure did an excellent job. Goodnow was able to make a meaningful contribution.

h) Recycling Paper: getting information from a company that places a recycling bin at institutions. It serves a dual purpose. It provides a convenient way to recycle paper. The company provides the bin and picks up material regularly. The amount determines the frequency. The company pays a certain amount per weight. Schools, churches and libraries use it as a small fund raising activity. This latter motive is not a priority in our situation. We are under no obligation if we decide that the arrangement is not to our liking. Taunton P.L. started with the company two months ago. It is going well. Curtis Middle School, LSRHS and Our Lady of Fatima use this company.

5. Trustees Report:

A. Goodnow Foundation: Jill, Barbara and Bill are working on the selection process for a consultant to help us with: determining a funding goal (amount), establishing a fundraising strategy for reaching it, creating a financial plan, and composing foundation related public relations material. We have several recommendations for consultants. Once we settle on a selection process, we will schedule meetings with them. Bill spoke with the Town Manager about using the Library's state aid for the legal fees for the Foundation. She asked to review the documents. He e-mailed them to her.

6. Old Business: Randy Lesage's paintings are in place. The Crier will be doing an article on Randy and the paintings. Hanging the paintings inspired an idea for altering our use of the New Octagon area. We should take a brief look at it.

7. New Business:

8. Adjournment: