

Goodnow Library

Board of Trustees

Tuesday, May 13, 2008

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

Present: Lily Gordon, Carol Hull, Bob Iuliano, Phyllis Cullinane, Jill Browne and Bill Talentino.

1. Call to Order and Minutes: motion to approve the March minutes with two corrections. (B. Iuliano/C. Hull)

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. Bill reviewed with the trustees the annual budget request made to the Friends. The proposed budget calls for a small increase. It is voted on in June.

4. Director's Report:

a) Staff Development Day: the staff and Bill thought it was a valuable experience. Bill shared several of the key concepts he gained from PLA. He reviewed upcoming staffing changes. Karen Tobin gave everyone an orientation on several new MLN on-line catalog features. The four hours flew by. One thing that Bill raised with the staff was the possibility of allowing food in the Library. It received a mixed reception at best. It is a topic to be taken up at an upcoming trustees meeting.

b) July Third: We will be closed Friday, July 4 and the weekend. Bill recommended that we close at 5 PM on Thursday, July 3. The trustees approved the suggestion and asked that the public be given ample advanced notice.

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. Although it represents a \$14,400 increase over the FY08 budget, it is approximately \$31,000 below a level effort budget. The

level effort budget includes meeting all cost increases for maintaining the existing level of services and operations. The major cost increases are in salaries (\$25,000), utilities (\$14,500), maintenance items (\$2,500), automation costs (\$1,500), and library materials (\$3,200). As we had planned, the \$14,400 increase went to Salaries. Most of the reductions will be allocated to Salaries (\$10,000), Building Maintenance/Utilities (\$7,400) and Library Materials (\$10,000). Bill 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. Bill is still gathering details on costs. Members of this group 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 streamlined 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. Bill suggested that Goodnow 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 foreseeable future. Small reductions seem more likely. Maximizing staff productivity by using technology to minimize the amount of staff time invested in laborious and repetitious operations, such as circulation operations, seems to be a more realistic and beneficial strategic response to the staffing dilemma.

f) Building/Facilities: the replacement of the sprinkler heads is completed. Goodnow 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: Bill is 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 pick 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 them. The trustees encouraged Bill to pursue this option.

i) Fundraising Proposal: Bill was approached by a local non-profit, the Friends of Broadway, about designating the Library as the beneficiary of an upcoming concert. Friends of Broadway has made similar offers to numerous charities and social agencies over the years, for instance the Curtis middle School. Bill distributed information from the Friends web site. Tickets for the show are \$5. The trustees

agreed to accept the proposal. Tickets will be available at Goodnow as well as at the door.

5. Trustees Report:

a).Goodnow Foundation: 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 him to send copies of the documents to her for the Town Counsel to review. He e-mailed them to her. The trustees briefly discussed the potential composition of the Board of Directors.

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. The trustees took a brief look at them. Bill said that he was planning on shifting shelving and furnishing around in the area to make the new Octagon a seating and reading room.

7. New Business: None

8. Adjournment: 9:15 (B. Iuliano/C.Hull)