

Goodnow Library

Board of Trustees

Tuesday, Oct. 7, 2008

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

1. Call to Order and Minutes: motion to approve the Sept. minutes.

2. Financial Report (Sept. FY09): three months into the fiscal year we have had a large number of repairs: elevator (2), sprinkler system (1) and emergency lighting (1). Better than 80 percent of our repair budget will be gone once the emergency lighting repairs are completed. So far utility costs are up by \$3,500 over FY08, with all but \$40 of the increase in electricity. Part of the difference between FY08 and FY09 costs is because part of the July 2007 electric bill was split between FY07 and FY08 and the total July 2008 electric bill was paid in FY09. The rise cost for electricity should subside over the next six months. Electrical use decreases in the heating season. Spending is not unusual in other areas.

3. Friends Report: I am on the Friends' sub-committee to find ways to attract more young family members.

4. Director's Report:

a) Personnel: we have a new part-time Library Clerk, Jan McQuade. Her prior experience in Wellesley makes her transition to this job particularly easy.

b) RFID: I am working with Brookline, Cambridge and Wellesley on the plan to move forward with the RFID proposal. We gave a presentation to MLN membership that was well received. We followed up with a more detailed presentation to eleven MLN libraries interested in moving forward with RFID in the near future. There is good news in terms of costs. The on-time and on-going costs for software from the vendor for the MLN automated system went down significantly. This could save us about \$8,000 in capital costs and \$2,000 annually.

RFID was a focal point of my presentation to the Selectmen. I will submit the capital request on October 10th. My recommendation is to ask for \$120,000 –possibly \$80,000 in FY10 and \$40,000 in FY11. It would take about \$130,000 to put together the sparest system for staff and users in FY10. If we received \$80,000 from the Town initially, Goodnow would have to come up with \$50,000 beyond the Town's appropriation. We would need to look to trust fund interest,

Build for the Future, state aid and the Friends. Without Town funds, we could still go forward. The other sources of funding would need to be increased, and the initial focus would be on the staff side of the system – only one self-checkout unit. In this scenario, our goal would be to phase in the system over two-three years.

c) Building/Facilities: The Town established a facilities task force. It includes Bill, the Building Inspector, Town Buildings Manager, Town Manager and SPS personnel. The group is looking at existing building maintenance practices, needs and costs. The goal is to make maintenance more efficient, responsive and cost effective. In terms of in-house projects, the lighting project over the New Books area went well.

d) FY10: The initial forecast from the town is that existing personnel costs should be covered by the normal increase in revenue. This memo came out before the recent downturn in the economy. However, there will be little or nothing else available for increases in general expenses, for example, fuel, maintenance or library materials. Some general expense lines might be reduced below FY09 levels. Even in this situation, departments can request increases for new initiatives or to reverse past reductions. I think we would consider small initiatives for increasing/restoring the book budget, restoring the 4 lost Sundays and pushing for RFID. Maintenance costs for RFID would be negligible in FY10.

e) Selectmen: our annual meeting went well. The Selectmen were appreciative of our efforts over the past year. My focus was on our efforts to acquire an RFID system and why -the issues associated with staffing versus workload.

5. Trustees Report:

a) Goodnow Foundation: meeting to follow trustees meeting.

6. Old Business:

7. New Business:

8. Adjournment: