

Goodnow Library

Board of Trustees

Tuesday, Oct. 7, 2008

Goodnow Library, Trustees Room

7:30 p.m.

## **Minutes**

Present: Carol Hull (chair), Lily Gordon, Bob Iuliano, Jill Browne, Barbara Pryor and Bill Talentino.

**1. Call to Order and Minutes:** the meeting was called to order at 7:35. A motion was made to approve the Sept. minutes with several changes. (B. Iuliano/J. Browne)

**2. Financial Report (Sept. FY09):** although only three months into the fiscal year, the library has had a large number of repairs: elevator (2), sprinkler system (1) and emergency lighting (1). Better than 80 percent of its 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 utility costs is due to how the June/July 2008 bill was handled. In prior years, the June/July electric bill was split between the fiscal years. The total June/July 2008 electric bill was paid in FY09 because FY08 funds were depleted. The level of cost increases for electricity should subside over the next six months. Use of electricity decreases once the cooling season ends. Spending is not unusual in other areas.

**3. Friends Report:** Bill is on the Friends' sub-committee to find ways to attract more young family members.

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

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

**b) RFID:** Bill continues to work with Brookline, Cambridge and Wellesley on the plan to move forward with the RFID proposal. He participated in a RFID presentation to MLN members that was well received. Eleven MLN libraries are 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 Bill's presentation to the Selectmen. He will submit the capital request on October 10<sup>th</sup>. He recommends asking 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 Goodnow received \$80,000 from the Town initially, it would have to come up with \$50,000 beyond the Town's appropriation. The Library would need to look to trust fund interest, Build for the Future, state aid and the Friends. Without Town funds, the project 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 – possibly only one self-checkout unit would be acquired. In this scenario, the goal would be to phase in the system over two-three years.

The trustees asked Bill to send them a detailed breakdown of the costs associated with Phase I and II. They also asked for a breakdown of the options for funding and the on-going maintenance costs. Bill will provide it by early next week.

**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:** A preliminary memo from the Town on FY10 came out just before the recent downturn in the economy. The initial forecast suggests that existing personnel costs should be covered by the normal increase in revenue. 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 to cover FY10 personnel costs. Last week, Bill sent out an outline of preliminary figures for salary increases and estimates for cost increases for fuel etc. The conservative estimates for non-personnel increases came to \$17,000. Most would have to be absorbed within a non override budget. There was a brief discussion of the impact of absorbing the increases.

In addition to the basic guidelines for FY10, departments can request increases for new initiatives or to reverse past reductions. Bill suggested small initiatives for increasing/restoring the book budget, and restoring the 4 lost Sundays. Maintenance costs for RFID would be negligible in FY10.

**e) Selectmen:** the annual meeting went well. The Selectmen were appreciative of the Library's efforts over the past year. Bill's focus was on 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.

**b) Hosmer painting:** Carol Hull reported that the trustees needed to decide whether to add a fourth Hosmer painting to those exhibited by Goodnow. The trustees voted not to add another

Hosmer painting. (B. Iuliano/B. Pryor) Carol will convey the trustees' position.

**6. Old Business: None**

**7. New Business: None**

**8. Adjournment:** moved to adjourn at 8:45. (B. Pryor/B. Iuliano)