

Goodnow Library

Board of Trustees

Tuesday, Oct. 28, 2008

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

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

2. Director's Report:

a) FY10: Bill reported on the two budgets to be submitted the Town. The first reflects a non-override budget showing a 2.1% increase over FY09. The second is an override budget showing a 4.5% "fixed cost" increase over FY09. However, for the first time, benefits will be included in determining a department's total budget, and, an increase in benefits will count against a department's total increase. Most departments will exceed the 2.1% increase in trying to cover the increase for benefits and salaries –steps, longevity and COLA (a 1% is projected for FY10). This is true for Goodnow. The difference between the 2.1% increase and the actual fixed cost increase is to be absorbed in the Personnel and or in the Expenses side of the ledger, for example, fuel, maintenance or library materials. Since actual costs for the non-personnel line items are increasing as well, getting down to 2.1% becomes even more difficult and significant.

Non-Override

Personnel

The 2.1% FY10 increase for Goodnow amounts to \$25,600. Unfortunately, the FY10 increase in benefits, projected by the Town at 7%, will take 60% of the total increase for Goodnow -\$17,720 of the 25,600 (2.1%). Goodnow is left with \$7,900 to apply to all the remaining personnel and other increases for FY10. Salary step and Cola increases come to \$13,800. So the increase in benefit costs and salary increases exceed the 2.1% increase by \$5,900. This shortfall and any increases occurring in the other non-personnel budget categories need to be absorbed within the FY10 budget.

All Other Costs

Bill presented figures (estimates) for maintaining the FY09 status quo for Building Maintenance, Library Materials and so on, followed by recommendations for managing the shortfalls. The estimates for building and other non-salary increases for FY10 amount to \$10,490 over FY09. These increases will have to be absorbed within the budget

1. Contracted Services (partial spring cleaning/landscaping): 5% increase.	\$0
2. Building Supplies, Services and Repairs: 6% increase.	\$1,420
3. Utilities: 2.5% increase.	\$2,000
4. Library Materials: inflation and restoration purchasing power -4%.	\$5,066
5. Automation: increase by 8 percent in MLN.	<u>\$2,000</u>
	\$10,486

At this point, the anticipated increases in Personnel and Expenses to be addressed with the non-override budget amount to \$16,500 - Personnel (\$5,900) and General Expenses (\$10,500).

Recommendations

1. In terms of the Personnel budget, Bill recommend eliminating 3-5 page hours, 2.5 reference staff hours, decreasing the already limited vacation replacement budget, and closing two Sundays around holidays. This brings the budget Personnel down to within \$300 of the amount needed. Bill said he would work on this last piece.
2. The bulk of the increases associated with Building Maintenance, Contracted Services, Library Materials and so on would be absorbed within those budgets. For instance, Goodnow would operate with the FY09 level of funding for utilities. Bill advised that the increase in Automation be met. To allow for this increase Bill advised reducing General Expenses (\$250), Service Contracts (\$550), Contracted Services (\$400) and Bindery/Archival Supplies (\$800). By absorbing most of the increases and making the suggested reductions, Expenses meets the requirements of the 2.1% budget.

Override Budget

In theory, the Override budget represents a 4.5% increase for each department. For Goodnow this is an increase of almost \$55,000. It covers all of the FY10 increases for personnel (benefits, steps and COLA) and the original estimated cost increases for the rest of the operating budget. We could look at using safer estimates for increases for utilities, supplies and repairs and contracted services.

In addition to both budgets, departments can request increases for new initiatives or to reverse past reductions. Bill suggested three small initiatives for increasing/restoring the book budget, adding a few key staff hours and restoring the 3 Sundays lost in FY09. Maintenance costs for RFID would not come into play or would be negligible FY10.

The recommendations were approved by the trustees.

b) RFID and Self Check-Out: the CIP proposal for FY10 was submitted. It was supported by those department heads participating in the initial screening process. The RFID proposal is for \$80,000 from the Town for Phase I. The proposal emphasizes that there may not be a Phase II. The proposal included an estimate for on-going costs -\$6,000 -8,000. The total cost for proposals to be submitted to the CIP Committee exceeds the total budget for projects by \$69,000. As was the case last year, the RFID project may not make it through the entire CIP process, or it may be supported at less than \$80,000. The entire Phase I cost is \$130,000. As we have discussed, if the Town gives less than \$80,000, but not less than \$50,000, there are two options that in combination could keep the project alive. The options are to use more from other funding sources to support Phase I and to reduce the scope of Phase I - phase the project in over a more extended period. If these options failed, the project would be suspended.

Bill described the RFP process for the RFID project. It will be coordinated by Brookline. The trustees asked that Bill strongly recommend that the RFP provide as much flexibility as possible, so that libraries joining after the initial round still gain the advantages offered to the original participants.

Bill described a different option/product for reducing staff time associated with circulation check out operations only. It involves software products offered by Triple I -the vendor of MLN's automated circulation system. Triple I offers a product that allows self check-out for library users without RFID. It basically creates the same process for users that is currently used by staff. It relies on the barcode already in each item, and a scanner and receipt printer. As is the case now, check outs are handled one at a time. It has no impact check out operations handled by staff, or on check-in tasks, security or inventory control. The benefit to staff is in the amount of self check outs handled by users.

The software and hardware investment for this option would need to be made to support RFID as well. Goodnow would need to acquire the same software from Triple I, so that the MLN system and RFID systems interface efficiently. In the RFID self check-out configuration, Goodnow also needs three PC's for users, each with barcode scanners and receipt printers. So an investment in Triple I's Self-Check system is required for RFID anyway. Triple I is offering a one-time cost reduction for this product and its maintenance through December 31. The total cost for Goodnow would be about \$36,000 -\$45,000 –including the PC's. Maintenance would not start until after the warranty expires. The warranty begins once the software is installed – which can be delayed. As is true for the RFID project, the annual costs would come into play during FY11.

Triple I is offering the discounts through the end of the year. MLN will be involved in this purchase, maximizing the discounts. Libraries need to decide to buy the local software by

mid-November.

The Triple I product will provide some benefit by itself –without RFID. The benefits to the staff, and customer, are substantially less than those offered by RFID - as is the cost. Since Triple I's software and the PC's, scanners etc. are integral to implementing an RFID system anyway, Bill recommended making this investment now. If Phase I for RFID does not move forward in FY10, the product would still offer some benefits and be the foundation for moving forward with RFID later. Build for the Future and other funds would cover its cost. Approved. (B. Iuliano/B. Pryor)

3. Trustees Report: None Given

4. Old Business:

a.) Goodnow Library Foundation Inc.: the subcommittee will have its first meeting with the consultant Thursday.

5. New Business:

6. Adjournment: the meeting adjourned at 9:42. (B. Pryor/B. Iuliano)