

Goodnow Library

Board of Trustees

Tuesday, Sept. 9, 2008

Goodnow Library, Trustees Room

7:40 p.m.

AGENDA

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

2. Financial Report (Final FY08): for a variety of reasons FY08 was an uncharacteristic year. There were several large and unpredictable expenditures that came up (building repairs) and two unexpected surpluses in salaries due to illnesses. Ultimately we were able to balance the budget by transferring surpluses from Salaries into Building Maintenance. As part of this transfer, money was carried forward (\$9,700) into FY09 because some of the repair work could not be completed by June 30.

(July/August FY09): the appropriated budget is less than the level service budget for FY09. The level service budget reflected the estimated cost increases in utilities, maintenance, library materials (books), personnel and other areas of the budget. This version of the FY09 budget totaled \$998,515 which was \$47,776 over FY08. The largest portion of the increase, \$24,000 was for salary step and COLA increases that Goodnow is obligated to meet in FY09. Most of the remaining increases represented inflationary costs for utilities, service contacts, building supplies and books. We received \$965,156. This is \$14,405 over the FY08 budget but \$33,359 below the level effort budget for FY09. The \$14,405 increase was appropriated to salaries. We made the following reductions: \$10,300 in salaries, \$8,300 in library materials, \$6,000 in utilities, \$5,400 in contracted services (cleaning etc.), \$2,000 in building maintenance and supplies, \$1,000 in office expenses and travel, and \$700 in automation.

Two months into the fiscal year we have had a large number of repairs-mostly to the elevator. Spending is not unusual in other areas.

3. Friends Report: the first Friends meeting of FY09 is tonight. Michael Briody will be attending. I will take a few minutes to introduce him. I will be working with a sub-committee of the Friends. Our charge is to find ways to attract more young family members.

4. Director's Report:

a) Personnel: the new Head of Circulation Michael Briody began in late July. He has

acclimated well. The YA/reference Librarian is back and has assumed her regular schedule and duties. The difficulties experience in personnel in FY08 taxed the staff and had a negative impact on service and our focus on goals for FY08. However, I believe the staff as a whole came out of it stronger. Karen Tobin made a major contribution to this effort.

b) RFID: Brookline, Cambridge and Wellesley are going forward with the RFID project. They have the funding. Several other MLN libraries will follow soon. I have remained an active member of the RFID group. I was one of the members who visited a library in Long Island that is part of a network using the same automated circulation vendor as Minutemen. The library is also using one of the RFID vendors we like. We gained valuable practical information from the visit. It reinforced our appreciation for the substantial positive impact RFID has on library services-for staff and library users. As we discussed in May and June, it seems clear that the level of additional staffing called for in our Strategic Plan will not be realized in the foreseeable future. It is unlikely that we will see any meaningful increases. We are more likely to see small reductions. Our Strategic Plan also calls for addressing staffing needs by acquiring technology that will minimize the amount of staff time invested in laborious and repetitious activities such as circulation tasks. Given the Town's current economic status, this seems to be the most viable option for us in terms of resolving staffing needs. Our circulation increased by 21,000 in FY08. I think we should commit ourselves to a plan to pursue self checkout or RFID in FY09 and beyond. This would mean looking anew at potential funding sources –those we've looked at last year and others. Part of our commitment would be to move forward in a phased approach if necessary. I will provide funding details at the meeting.

c) Recycling Paper: this effort became more complicated than I expected. Placement of the dumpster is no small matter. We will probably have to have an enclosure around it. I am on a newly formed committee of department heads looking at building issues. This is an item that the committee will take up.

d) Building/Facilities: the new configuration of seating and stacks for the magazine and oversized book areas is a huge success. We hope to be installing the new lights over the New Books area this week. Karen and I will be visiting sign making stores next week so that we can pick up the pace on marketing material. The efforts we've made on the north side of the building, combined with the efforts of the Park Dept. seem to have had a positive impact. The area can be loosely described as a lawn. It will not end up in a House and Garden photo shoot, but it looks OK and seemingly easy to maintain.

The Facilities Committee includes Bill, the Building Inspector, town Building Manager and SPS personnel. We will look at ways to improve coordination and collaboration.

e) Technology: we acquired 6 new PC's, kept the old monitors, in June with \$2,000 from the FY08 Goodnow Trusts. It is a help. I believe that we will need to follow this pattern annually. It is unrealistic to assume that the Town will replace and upgrade a meaningful percentage of our

PC's regularly.

f) FY10: assuming that level services are a given, I think our goals should be to increase the book budget, restore the 4 lost Sundays and push for RFID.

g) Strategic Plan: I have revised it slightly and extended its timeline through June 2010. Karen has reviewed it. I will revise the detailed timeline this week. She will review it as well. Once revised, the plan will be sent to the MBLC. To get grants, a library has to submit a plan to the MBLC.

h) Trust Funds: the FY09 proposal was submitted to the Trustees of Town Donations (TTD) in August. We are waiting for approval. I will distribute the TTD's June report on trusts at the meeting.

i) Selectmen: our annual meeting is scheduled for 8PM on Tuesday, Sept. 23. I plan to provide a review similar to those in the recent past. I'll focus on our goals for the past year and upcoming year.

5. Trustees Report:

a) Goodnow Foundation: waiting for word from the Sudbury Foundation. Bill has been gathering information relevant to moving forward with the consultant.

6. Old Business:

7. New Business:

8. Adjournment: