

Goodnow Library

Board of Trustees

Tuesday Dec.1, 2009

Goodnow Library, Trustees Room

7:30 p.m.

## AGENDA

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

**2. Financial Report (Nov. FY10):** received roofing repair estimate. It totals \$18,000. About \$8,000 could be under warranty. I will be meeting with the Town Building Inspector to review all of this.

**3. Friends Report:** Staff is working with the Friends on several programs to recruit more members, particularly from among young families. We are thinking of a Parents Night. February would be a good month to have an overlapping meeting with the Friends. It will be for about ½ hour. We discussed using the time to honor or celebrate the Friends' contributions and focus on Friends' needs.

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

**a) RFID and Self Check-Out:** Phase I of the project –tagging and encoding all items (105,000) is moving forward. We have tagged about 44,000 items. Volunteers are a big help. We've just started encoding items as well – scanning the barcode number of each item onto its tag.

**b) FY11:** Bill communicated the Trustees comments on the FY11 budget options to the Town Manager and Financial Director. All FY11 budgets have been reviewed and the Town Manager is contemplating a meeting with departments to discuss a potential shortfall.

**c) Mutual Access Agreement:** working with the Head of Circulation, we have drafted a policy in response to situations involving spouses and the state's privacy law that come up with some regularity. The intent is to abide by the law and allow for arrangements among spouses. See below.

**Massachusetts privacy laws prohibit library employees from providing information on borrowing history or intellectual pursuits of a library user to anyone other than the user. The Goodnow Library's Mutual Access Agreement policy grants mutual access to information on items currently on loan or reserve for the purpose of allowing adult family members (over 18 years old) to renew items, checkout reserves or pay fines on materials for one another AT THE GOODNOW LIBRARY ONLY. Both individuals must sign and date the form. A message will be put in the borrower record for each**

**individual noting the mutual access agreement between these individuals and Goodnow. The agreement does not apply to transactions that take place at other Minuteman libraries. It is the responsibility of the individuals to inform the Goodnow Library staff of any desired change in this agreement.**

**d. Girl Scouts request:** request to be allowed to sell cookies by the ramp leading to the Library on Saturdays and Sundays December and January.

### **3. Trustees Report:**

**a) Meeting with Selectmen:** discuss upcoming meeting.

**b) Goodnow Foundation:** Jill will report on the conference she attended on library fundraising and an opportunity to establish a fundraising campaign. Attached to the minutes is information on a company (Benevon) that provides training and support in fundraising for boards. Benevon documents attached.

### **4. Old Business:**

### **5. New Business:**

### **6. Adjournment:**