

Goodnow Library

Board of Trustees

Tuesday Dec.1, 2009

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

Present:

1. Call to Order and Minutes: the meeting was called to order at 7:33. The motion to approve the November minutes passed with one correction in the spelling of café. (B. Iuliano/B. Pryor)

2. Financial Report (Nov. FY10): Bill reported on receiving a roofing repair estimate from the roofer that the Building Inspector has used for repair projects. The estimate included a detailed report on the issues. The estimate totals \$18,000. About \$8,000 could be under warranty. Bill 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. One suggestion that will be pursued is a Parents Night. After checking with the Friends, February 9th would be a good date to have an overlapping meeting of the Trustees and Friends. It will last about ½ hour. The Trustees had discussed using the time to express their appreciation to the Friends for all the many contributions the group makes to Goodnow. Lily said she would take care of refreshments.

4. Director's Report:

a) RFID and Self Check-Out: the conversion process –tagging and encoding all items (105,000) is moving forward. Staff and volunteers have tagged about 44,000 items. Volunteers are a big help. Staff has just started encoding items as well – scanning the barcode number of each item onto its tag. There have been a few issues with the installation and performance of the RFID system at Cambridge. Other recent installations with the same automated system as MLN went smoothly. Bill and the other libraries participating in this project are looking into the complications.

b) FY11: Bill communicated the Trustees comments on the FY11 budget options to the Town Manager and Financial Director. The Town Manager was pleased that the trustees held the same opinion. 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: Bill and the Head of Circulation drafted a policy in response to

situations involving spouses and the state's privacy law. It involves spouses picking up (checking out) reserving and renewing items for one another. This issue comes up with some regularity. The intent of the policy is to abide by the law concerning public records and allow for arrangements among spouses for borrowing etc. The trustees asked about the reasoning behind the policy. They supported the intent of the policy. The Trustees asked Bob to look over the applicable state laws and make any necessary revisions to the draft. It will be taken up again at the next meeting. Bill will e-mail the laws and draft to Bob.

Massachusetts privacy laws state that records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record. 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: a representative of the scouts made a request to allow scouts to sell cookies by the ramp leading to the Library on Saturday and Sunday during December and January. The trustees felt that the same concerns that influenced their decisions with other requests apply here. This type of activity is disruptive to use of the Library and can create a false impression that the Library is sponsoring or endorsing requests for donations. Bill said that he prepared the representative for the decision and offered a suggestion to her that did not involve the Library. Both were well received. He will contact her with the Trustees response.

3. Trustees Report:

a) Meeting with Selectmen: Bob, Barbara and Lily summarized the second meeting. They were pleased with the committee's commitment to sustaining and enhancing the Library's services and resources. The group had reached consensus on an approach to evaluating options for collaborating with other departments and towns. The next meeting is the first week of December.

b) Goodnow Foundation: Jill reported on the conference she attended on library fundraising and an opportunity to establish a fundraising campaign through services offered by a company called Benevon. Benevon provides training and support in fundraising for boards. Information on Benevon was included with the minutes and agenda for the meeting. Bill and Jill attended a program on Benevon sponsored by the Boston Foundation. The grant consultant for the Goodnow Foundation suggested that Jill and Bill attend. Jill recommended that she and Bill continue evaluating Benevon's approach to fundraising. It seemed promising. Planning a campaign is the next step for the Goodnow Library Foundation.

4. Old Business: none

5. New Business: none

6. Adjournment: the meeting adjourned at 9:10. (B. Iuliano/L. Gordon)