

Goodnow Library

Board of Trustees

Tuesday, February 10, 2009

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: motion to approve the January minutes. (P. Cullinane/B. Pryor)

2. Financial Report (Jan. 2009): similar to last month's report. The Repairs line is a cause for concern. Due to elevator and HVAC repairs most of the repairs budget is gone. Based on five months worth of utility bills, there should be a small surplus in that account that could be applied to potential FY09 budget reductions anticipated in January. The staff is adjusting expenditures in the Library Materials budget based on potential reductions in FY09. The plan to close on the weekends prior to Monday holidays has produced savings that will be used towards reductions.

3. Friends Report: Bill informed the Friends that the Library expects to be using the \$24,000 remaining in Build for the Future towards acquiring a self-checkout system by the end of FY09 or early in FY10. He also reviewed with the Friends the current status of Goodnow's FY09 and FY10 budgets. The Friends agreed that they should collaborate with Bill and department heads to review current budget spending priorities and categories. Bill will meet with a sub-committee to review museum passes. He said that the Library has been giving thought to revising the traditional approach it has taken to youth programs. He said he would keep the Friends informed.

4. Director's Report:

a) FY09/10: Bill learned that the state aid reductions to municipalities were less than feared, but still significant. Local revenue figures are still unpredictable. The Town's Financial Director hopes that departments will receive information on the size of cuts to their FY09 budgets soon. Unless revised guidelines are given, the library needs to continue to evaluate options for producing a 5% reduction of the FY09 budget (\$48,500). Options amounting to approximately \$40,000 were looked at last month. Those options and a few more were reviewed in greater detail. **See Below.** They would not jeopardize state aid requirements. A few options have been implemented. The others would be put in place once the Town provides definitive instructions. The Library's FY09 budget could be impacted by library state aid cuts too.

Significant reductions in FY09 combined with reductions in FY10, could result in Goodnow failing to meet state aid requirements for FY10. The Selectmen and Fin Com did pass a non-override budget for FY10. The one percent salary increase that had been a given for FY10 has been removed. The status of FY10 is still somewhat unclear due to the uncertainty of state aid and other revenue factors. The Town is speaking with employees about options. Non-union Town employees are willing to change the health insurance formula. Other ideas, such as, combining services etc. are being looked at as well.

b) RFID and Self Check-Out: the CIPC supported the RFID proposal calling for \$80,000 from the Town for Phase I. It is the seventh of nine proposals supported by the CIPC. It was included in the Town's FY10 budget proposal to the Fin Com and Selectmen. Bill answered several questions from the Fin Com about the project. Subsequently, the Selectmen and Fin Com approved the Capital Planning Committee's FY10 budget as part of the non-override budget for FY10. It includes the RFID funds. Town Meeting will be the final hurdle. MLN is moving forward on policies and procedures for implementing self-checkout. Bill put in an order for the self checkout licenses with Minuteman's vendor last month. He and the library staff are beginning to plan for implementing self-checkout.

c) Presidents Day Weekend: as part of the plan for reducing the FY09 budget, the Library will be closed the weekend before the holiday.

d) Facilities Task Force: the task force submitted recommendations to the Town Manager and other members of the Steering Committee. Among the recommendations is to create a Facilities Management Dept. for the Town/Sudbury Schools. The recommendations go to the Selectmen. If the recommendation is approved, a committee will be formed to establish an implementation plan. As a by-product of being on the task force, Bill garnered several suggestions from other members that will result in budget savings.

e) Annual Report: the submitted version was more abbreviated than the version that the trustees reviewed. At the last minute the Town asked for shorter reports.

f) Meeting with Town Manager: still trying to schedule a meeting with the Town Manager and chair of the Selectmen.

g) Staff Meeting: the meeting was much needed and went well. The guest speaker, a representative from the Town's Employee Assistance Program provider, discussed stress management.

h) Longfellow Big Read: the community wide event will have second phase. The library will participate.

3. Trustees Report:

4. Old Business:

5. New Business: the trustees agreed that the current arrangement for regularly scheduled trustees meetings worked fine.

6. Adjournment: the meeting adjourned at 8:45. (B. Iuliano/B. Pryor)

FY09 Reductions

1. **FY09.** We were advised several months ago to prepare for a 5% reduction in this year's budget -\$49,000. An anticipated reduction in state aid was the primary reason. So far we have identified \$40,000 worth and have implemented some of them. We should know soon whether the 5% target is accurate. **If we have to go to \$49,000, much of the last \$9,000 will have to come from Library Materials and Personnel and will be particularly difficult to implement.** As has been the case in the past, we will work to take a little bit here and there so as not to sacrifice a service or resource that a particular segment of our users rely on a great deal and to soften the impact of reductions for staff members.

Options generating the \$40,000 include:

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|---|------------------|
| a. Reduce Advertising, Telephone and Travel accounts | *\$900 |
| b. Contracted Services (spring cleaning): | \$2,500 |
| c. Service Contracts: | *\$1,500 |
| d. Utilities: expect surplus (\$3,000), Xmas and other holiday closings (\$3,500) and use of Revolving Fund (\$6,000) | *\$12,500 |
| e. Library Materials: | \$9,050 |
| f. Automation: | *\$3,500 |
| g. Personnel: *Vacation Replacement (\$3,500), *closing Xmas and Saturdays and Sundays before Monday Holidays (\$4,600), reduce five page hours (\$1,125) and miscellaneous (\$400) | * \$9,625 |

TOTAL \$40,025

- a. Implemented
- b. Pending: Friends considering paying.
- c. Implemented
- d. Implemented: could modify.
- e. Pending: funds earmarked but could free-up.
- f. Implemented: could modify.
- g. Implemented: could modify.