

Goodnow Library

Board of Trustees

Tuesday, Jan 6, 2009

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:40. The December 2nd minutes were approved. (J.B. /B.P.)

2. Financial Report (December 2008): most line items are fine. 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, we should have a surplus in that account that could be applied to potential FY09 budget reductions anticipated in January. The staff is adjusting expenditures under the Library Materials budget based on decisions regarding potential reductions. The Library's FY09 budget may be impacted by library state aid cuts too.

3. Friends Report: nothing to report.

4. Director's Report:

a) FY09: the Library needs to continue working towards a 5% reduction in the budget (\$49,000). Last month a number of options were looked at, amounting about \$30,000. The trustees reviewed them and additional options (\$10,000) prepared by Bill. This brings the total potential cuts to \$40,000. No decisions were made regarding the options. The trustees expressed great reluctance to do away with the annual spring cleaning. Closing weekends for Monday holidays is already in effect as are several small in-house reductions. Decisions will need to be made soon. If another \$8,000 to \$9,000 in reductions is called for, the Personnel and Library Materials budgets will be re-visited. The options looked at were:

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: increase by 4 percent . *\$3,500
- g. Personnel: *Vacation Replacement (\$3,500), *closing \$9,625
Xmas and Saturdays and Sundays before Monday Holidays
(\$4,600), reduce five page hours (\$1,125) and
miscellaneous (\$400)

TOTAL \$40,025

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. It now goes to the Fin Com and Selectmen. Bill put in an order for the self checkout licenses with Minuteman's ILS vendor. He and the staff will begin planning for implementing self-checkout.

c) Martin Luther King Closing: as part of the plan for reducing the FY09 budget, the Library will be closed the weekend before the holiday.

d) Annual Report: the trustees passed on corrections and suggestions for the report. Bill will make the changes and submit the report on Friday.

e) Meeting with Town Manager: Bill and the Town Manager will attempt to re-schedule soon. Everyone agrees that, given pending budget and personnel decisions, as well as, discussions about regionalization, fees and other matters raised by the Budget Review Committee, meeting with the Town Manager and chair of the Selectmen would be advantageous.

3. Trustees Report:

4. Old Business:

Goodnow Library Foundation Inc.: Jill and Barbara quickly reviewed the material produced with the guidance of the consultant; mission and vision statements, strategic planning steps, and FAQ. The objective is to get the trustees' input on the material. In addition, the trustees were asked to look over the organizations and officials identified as stakeholders in the Library. The plan is to ask stakeholders to review and respond to this material as well.

5. New Business: None

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