

Goodnow Library

Board of Trustees

Tuesday June 29, 2009

Goodnow Library, Trustees Room

6:30 p.m.

AGENDA

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

3. Trustees Report: **taken out of order**

a) **Meeting with Selectmen:** review agenda. See attachment

2. Financial Report (June 2009): still monitoring closely. Don't expect any problem meeting \$7,500 reduction. Expect to be able to do a partial spring cleaning. As is often the case at year's end, we will need to make small adjustments in individual lines.

3. Friends Report: presented a budget for FY10. It totaled the same as FY09. The Friends are considering it.

4. Director's Report:

a) **FY10:** The non-override FY10 budget passed. As planned, it results in small reductions in almost all areas of our operations. Some Page and adult part-time hours are eliminated. Vacation coverage is reduced. The Building Maintenance, General Expenses and Library Materials line items are reduced. Our plan called for dipping into the revolving fund to meet utility costs that exceed the level funded utility budget. This is likely to happen. The Town took a conservative approach towards estimating state aid and other revenue factors for FY10. Hopefully they will be accurate. The Town is still negotiating with employees about benefit options.

b) **RFID and Self Check-Out:** Town Meeting approved the \$80,000 request for RFID funding. Together with the \$55,000 in funding Goodnow has committed (state aid, trusts, and Build for the Future), and a small contribution from the Friends, the Library will be able to implement RFID. Prior to initiating the selection process for choosing a vendor, Bill had contacted the Town Counsel's office about the RFP and Agreement being worked out by the group of libraries involved in this project. Counsel's office said the Town would be comfortable with a group bidding process. Bill contacted them after Town Meeting and is in the process of getting the Counsel the bid related paperwork required.

c) **Library Fines:** met with library user who was applying the stack policy in a way that undermined its intent. The situation seems to be resolved.

d) **State Aid:** Next year's state aid to libraries will be reduced by more than 30%.

e) **FY10 Trust Fund Proposal:** it includes funding for RFID (see attachment).

f) **DVD Security Cases:** with the RFID system there will be a level of security. Bill and the staff are working on the timing of removing the security bars.

3. Trustees Report:

a) **Meeting with Selectmen:** review agenda.

b) **Goodnow Foundation:** Bill, Barbara and Jill met with the Director and several Board members of the Sudbury Foundation to update them on the grant and to gain their input on the Strategic Plan and FAQ of the Goodnow Library Foundation. The meeting went well. The conversation focused on three topics: the relationship of the Library trustees to the board, a funding goal, and the distinctions between of the Foundation and the Friends and the Town in terms of areas of support given to the Library.

c) **Longfellow Big Read:** Jill and Lily and the Wayside Inn's Grant Coordinator attended the orientation in Minneapolis or the second grant round for the Big Read. All expenses are paid by the NEA.

4. Old Business:

5. New Business:

6. Adjournment: