

Goodnow Library

Board of Trustees

Monday June 29, 2009

Goodnow Library, Trustees Room

6:30 p.m.

Minutes

Present: Jill Browne, Lily Gordon (acting chair), Bob Iuliano, Barbara Pryor, Carol Hull and Bill Talentino. Town Manager, Maureen Valente, and Selectmen Bill Keller, John Drobinski and Larry O'Brien attended a portion of the meeting.

1. Call to Order and Minutes: the meeting was called to order at 6:35. The May minutes were approved. (B. Iuliano/B. Pryor)

3. Trustees Report: taken out of order

a) Meeting with Selectmen: the trustees reviewed the agenda for the meeting with the Selectmen and Town Manager.

2. Financial Report (June 2009): still monitoring closely. We don't anticipate any problem meeting the \$7,500 reduction we planned on providing. It is possible that the Library will be returning more. Bill expects to be able to do a partial spring cleaning. As is often the case at year's end, the Library will need to make small adjustments in individual line items.

3. Friends Report: Bill presented a budget for FY10. It totaled the same as FY09. The Friends are considering it. The Friends' experiment with a summer paperback sale went well. It generated \$1,600.

4. Director's Report:

a) FY10: The non-override FY10 budget that passed at Town meeting is the budget we submitted last October. The budget allocates small reductions to 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 budget for utilities remains the same; we anticipate the possibility of dipping into the revolving fund to meet costs that exceed the level funded budget for utilities. This is likely to happen. The Town took a conservative approach towards estimating state aid and other revenue factors for FY10. Hopefully the estimate will prove to be accurate and we won't be faced with a mid-year reduction. 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 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 Elaine Jones after Town Meeting and is in the process of getting her the bid related paperwork that the Town Counsel will review. A salesperson from the RFID vendor will be meeting with Bill and department heads July 2nd to the proposal and implementation plan. A key decision to make is whether to initiate self checkout without RFID as soon as possible, and then go to the RFID version of self checkout later when all of the items are tagged, or wait and introduce self-checkout with RFID.

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: Goodnow received the last 10% of this year's aid. Next year's state aid to libraries will be reduced by more than 30%.

e) FY10 Trust Fund Proposal: the proposal was sent with the minutes and agenda. The base amount proposed is the same as last year with additional funding for the capital investment in RFID. Approved. (B. Iuliano/J. Browne)

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.

g) Landscaping: Public Works contracted for spring landscaping again. Some work was done at the Library two weeks ago. It is a great asset. Bill thanked Bill Place.

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. Barbara, Jill and Bill will revise the FAQ and send it to the town manager and Selectmen next.

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. Several film and children's programs will take place at Goodnow.

4. Old Business:

5. New Business: a representative from the Sudbury Pond and Waterways asked to be put on the September agenda. She would like to revisit the decision to accept the instructional map for a six month loan period.

6. Adjournment: adjourned at 10:35. (B. Iuliano/B. Pryor)