

Goodnow Library

Board of Trustees

Tuesday March 17, 2009

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

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

2. Financial Report (Feb. 2009): similar to last month's report. The major difference in the status of the fiscal year is that the reduction actually required was much smaller than we were told to expect (see below). As a result, we are now reversing our strategy in several areas. We will spend the amounts budgeted for books and A/V. We closed the weekends before each Monday holiday –four through February and intended to do so for the remaining two weekends with Monday holidays in the fiscal year. We no longer need to do so. We should be able to do the annual spring cleaning as well.

3. Friends Report: the Friends supported the recommendation of a sub-committee looking at the museum pass program. Bill and Betsy Mosher were on the committee. Four passes were dropped for lack of use. The Friends book sale is coming up – April 2-5.

4. Director's Report:

a) FY09/FY10: Goodnow's FY09 reduction came to \$7,500. This amount is equal to what was saved by the weekend closings –staffing and utilities, and a few other small reduction that were implemented in October. There should be sufficient funds for the spring cleaning and minor repairs.

The FY10 budget is still not clearly defined. 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. State aid and other revenue factors for FY09 are still uncertain. 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. The Town will not vote a budget at Town meeting. There will be a special election after Town Meeting that will include a vote on an override budget. A special Town meeting on the budget will be scheduled afterwards.

b) RFID and Self Check-Out: as reported last month, 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 is in the Town's FY10 non-override budget proposal recommended by the Fin Com and

Selectmen. It includes the RFID funds. Town meeting will be the final hurdle. MLN is moving forward on policies and procedures for implementing self-checkout. Goodnow put in an order for the self checkout licenses with Minuteman's vendor last month. Bill and the staff have initiated preliminary plans for implementing self-checkout. Bill is working with the other MLN RFID libraries in assessing the RFP's from RFID vendors. This process should be completed by mid-April.

c) Library Fines: the Head of Circulation, Children's Librarian, Karen and Bill are looking to change the "stack" fine policy. The library has a maximum fine of \$3 for any overdue item. Currently, the stack policy allows users to return a stack of overdue items all at once and only pay a total of \$10 if the total exceeds \$10. The theory is that setting a cumulative lower limit would encourage the return of items and discourage less desirable alternatives. The alternatives being that items remain overdue for a longer period of time, items are never returned, or items are returned overnight by someone who won't use their card again because of the size of the total fines- \$20- \$50. Overall it seems to have worked for a number of years. There are some Children's Dept. users who take advantage of it on occasion. Recently, we noticed an unintended consequence. A particular adult is using this policy on a regular basis to reduce her fines for overdue materials taken from numerous MLN libraries. Some of the items have reserves on them. In this instance, instead of encouraging the return of a stack of overdue materials, the policy is encouraging it. We are looking at several possible revisions to the policy, for example, setting a range for the stack policy and or limiting the number of times during a 12 month period that it can be applied to a particular user. We will get back to you on this.

d) State Aid: libraries have received 90% of their FY09 state aid. The last 10% is still pending.

e) Thank You: Bill sent a thank you letter to Randy LeSage for the art works he created for the Library.

f) Meeting with Town Manager: have not followed through on scheduling a meeting with the Town Manager and chair of the Selectmen. What next.

3. Trustees Report:

4. Old Business:

5. New Business:

6. Adjournment: