

Goodnow Library

Board of Trustees

Tuesday March 17, 2009

Goodnow Library, Trustees Room

7:30 p.m.

### **Minutes**

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

**1. Call to Order and Minutes:** the meeting was called to order at 7:35 and the February minutes were approved (B. Pryor/L. Gordon).

**2. Financial Report (Feb. 2009):** similar to last month's report, however, the overall status of FY09 has changed. The reduction requested by the Town in the FY09 budget is much smaller than we were told to expect (see below). As a result, the reductions we have implemented to this point will be sufficient. 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. Unanticipated repairs could upset the delicate balance in Building Maintenance budget.

**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, minor repairs and continuing with the piecemeal upgrading of PC equipment initiated last year.

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 planned for FY10 has been removed. State aid and other revenue factors for FY10 are still uncertain. The Town is speaking with employees about options. Non-union Town employees are willing to adjust the health insurance formula. Other ideas, such as, combining services etc. are being looked at as well. The Selectmen will recommend that Town Meeting not vote the budget articles at the April Town Meeting. They will recommend that Town Meeting reconvene in May to vote on them. With the additional time, the status of state aid, expenses, and other FY10 budget factors should

be clearer.

**b) RFID and Self Check-Out:** as reported last month, the CIPC supported the RFID proposal requesting \$80,000 from the Town for Phase I. It is the seventh of nine Capital Plan proposals in the Town's FY10 non-override budget proposal being recommended by the Fin Com and Selectmen. Town Meeting will be the final hurdle. Bill will be prepared to discuss it. 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:** Bill reported that the Head of Circulation, Children's Librarian, Assistant Director and he 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 have two benefits. It would encourage the return of items with a high fine total. It would discourage less desirable alternatives, such as, items remaining overdue for a longer period of time, items never being returned, or items being returned without payment by someone who won't use their card again because of the size of the total fines. 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. The staff is 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.

The trustees supported taking steps to eliminate this abuse. Limiting the number of times a year that a user could exercise this policy seemed reasonable. Bill said that he would report back after the staff would give it additional consideration.

**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:** no progress has been made in scheduling a meeting with the Town Manager and chair of the Selectmen. Bill recommends putting it off until after Town Meeting.

**3. Trustees Report:** Barbara Pryor suggested that the Library discuss with LSHS ways in which

there can be greater coordination/collaboration regarding resources and services. Bill said that he would contact the librarian after Town meeting. The Lincoln Library Director should be involved as well.

**4. Old Business:** This April will mark the 10<sup>th</sup> year of being in the new Library.

**5. New Business:** Next Meeting? The date needs to be decided.

**6. Adjournment:** the meeting adjourned at 8:30. (B. Iuliano/L. Gordon)