

Goodnow Library

Board of Trustees

Tuesday May 5, 2009

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

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

2. Financial Report (April 2009): still monitoring closely. Don't expect any problem meeting \$7,500 reduction. Expect to be able to do spring cleaning, and acquire PC peripherals as planned. As is often the case at year end, we will need to move small amount around to respond to small adjustments. Need to allocate funds for a recent HVAC repair.

3. Friends Report: the Friends book sale went well. It generated less than last year. As planned, Bill, Jill and Barbara reviewed the Foundations Strategic Plan and FAQ with President, VP and Past President of the Friends. Bill gave an overview to officers of the Friends who raised several good points. Bill will review it with them again.

4. Director's Report:

a) FY09/FY10: The FY10 budget is still not clearly defined. State aid and other revenue factors for FY09 are still uncertain. The Town is speaking with employees about options. Any updated information and progress will be given at Town Meeting.

b) RFID and Self Check-Out: The RFID vendor selection process is complete and a vendor has been chosen. The vendor has the most experience with integrating RFID in a network environment and with MLN's vendor – a major plus. The vendor's price was the most cost effective as well. Town funding for RFID remains in the FY10 non-override capital budget proposal recommended by the Fin Com and Selectmen. Town Meeting will be the final hurdle. Bill will be prepared to address it. MLN is moving forward on policies and procedures for implementing self-checkout. Bill and the staff have initiated preliminary plans for implementing self-checkout.

c) Library Fines: update on modifying the library's "stack policy". Goodnow 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. Our take is that the policy still works except in this instance. This person is not a Sudbury resident and almost all of the material that she takes and keeps out beyond the due date belongs to other NLN libraries. Our strategy is to alter the policy by limiting it to Sudbury material and monitor the impact. Additional steps could be taken if this change does not have the desired results.

d) State Aid: libraries have received 90% of their FY09 state aid. The last 10% is still pending. Next year's state aid could be reduced by 50%.

e) Meeting with Town Manager: should take up after Town Meeting.

f) DVD Security Cases: to maximize use and efficiency of self checkout and RFID, removing the locks on DVD cases makes sense. In terms of self checkout without RFID, all security is gone. With RFID, the tag would still set off an alarm if the item is not checked out. We will need to make a decision about this once the fate of RFID has been decided.

g) Video Security Recording System: our video security system shows and records activity in certain areas. The recording component is showing signs of wear, does not rewind, and will need to be replaced at some point. We should consider whether or not to do away with the recording component. I'll contact the police for their input.

h) Selectmen's Goals (2010): the Selectmen are looking for suggestions for goals. See attachment for the existing (2009) goals.

i) Longfellow Big Read: there will be another grant round. I will be going to Minneapolis with the Inn's Grant Coordinator and Lily for an orientation –June 16-17. All expenses are paid by the NEA.

j) Sudbury Pond and Waterways Committee: the committee asked Goodnow to accept an attractive framed map of Sudbury waterways to put on permanent display. It is an informational/educational map. Ten were produced. Some are going to the schools. The map is 4x4. I mentioned to the chair of the committee that the Library receives requests of this nature from time to time. The Library has a limited amount of space available. Each request is evaluated by the Trustees.

3. Trustees Report:

a) Elect a Vice Chair: elect or begin the process of electing a vice-chair.

b) Goodnow Foundation: Bill, Barbara and Jill met with the president, Vice president and past president of the Friends to review the Strategic Plan and FAQ and gain input. Bill also discussed them with the Friends' Board. Next Jill, Barbara and Bill will meet with the Sudbury Foundation for input.

4. Old Business:

5. New Business:

6. Adjournment: