

Goodnow Library

Board of Trustees

Tuesday Nov.10, 2009

Goodnow Library, Trustees Room

7:45 p.m.

Minutes

Present: Carol hull, Bob Iuliano, Phyllis Cullinane (chair), Barbara Pryor and Bill Talentino.

1. Call to Order and Minutes: the meeting was called to order at 7:45. The Oct. minutes were approved. (B. Iuliano/B. Pryor).

2. Financial Report (Oct. FY10): As usual the Library is well ahead in spending for magazines, newspapers and fiction. These items require a sizable upfront payment.

3. Friends Report: the Trustees asked Bill to speak with the Friends about a good month for having a joint meeting for about ½ hour. The Trustees offered a few suggestions for activities that might help the Friends recruit more members. They look forward to discussing membership with the Friends at the meeting.

4. Director's Report:

a) RFID and Self Check-Out: Bill reported that Phase I of the project –tagging and encoding all items (105,000) is underway. So far 26,000 items have been tagged. The goal is to do at least 4,000 a week. Volunteers are a big help. Soon encoding items as well begin– scanning the barcode number of each item onto its tag. The hope is to have the system running by July.

b) FY11: the FY11 budget proposal with two variations was submitted Oct.23. The guidelines called for preparing a budget based on 1.5% or \$14,000 less than the current (FY10) budget and a second based on a 3% increase over FY10. The first budget required reductions in the current level of service. The later budget met all of Goodnow's level service cost increases for FY11. The trustees reviewed the details of the proposals. Reductions occurred in all areas of the budget. They were almost evenly divided between personnel and operations. The trustees concurred with all of the provisions of the proposals except one involving a small furlough. Bill reported that the Town Manager was not supportive of it as well. He will inform her that another option will be provided. Fortunately the reduction generated by the option was small.

The trustees approved and signed the Town Warrant article for the meeting Room Revolving fund.

c) Exterior Lights: thanks to F.D. Captain Doug Stone burnt-out exterior lights have been

replaced.

d) Sheepish Painting: the Sudbury Historical Society never followed up on borrowing the painting.

e) Roof: thanks to the Building Inspector, a roofer who is performing work for the Town made an inspection of the Library's slate and rubberized roofs last week. He found several areas needing repairs. Bill is waiting for the report. He will review the results with the Building Inspector.

e) Trust Funds: the trustees reviewed the final FY09 report. The results were not surprising. There was a net loss in income accrued; fortunately, the principal of the funds was not impacted.

f) Hosmer Paintings: the trustees asked Bill to forward their suggestion regarding the fourth Hosmer painting to the Selectmen.

3. Trustees Report:

a) Meeting of the Collaboration Committee: Barbara, Bob and Lily summarized the second meeting. The committee discussed more effective school and public library cooperation. Maureen Valente was meeting with the superintendants of Sudbury and LS and would raise the topic. Bill had a discussion with the director of Westwood on this matter. He was advised to speak with the Director of Norfolk. Norfolk had a comprehensive strategy for collaboration. Maureen was meeting with Wayland's Town Administrator over the next week or so, and library collaborative library efforts between the two communities would be raised again. The committee agreed that more formal meetings should be set up to investigate opportunities for increasing collaboration. Bob mentioned that he suggested a meeting between the two boards of trustees at some point.

b) Goodnow Foundation: Bill and Jill attended a program sponsored by the Boston Foundation on fundraising for non-profits. It was by invitation. Our consultant Jay Volk recommended it and facilitated the invitation. Jill is attending a follow up workshop in Chicago sponsored by the American Library Association on 11/10/09. Bill sent the latest version of the FAQ to the Town Manager and Selectmen.

The trustees approved a motion to re-elect the current members of the Board of Directors for another one year term. The trustees comprise the Board. (B. Iuliano/B. Pryor)

4. Old Business: none

5. New Business: Bill mentioned that the recycling bin is in place. He does not think it will create any hardship for the staff or the custodian. Bill asked the trustees if they would be comfortable with him contacting libraries that have café's about the advantages and disadvantages. The original Octagon wing receives little use as is. He wanted to investigate the

possibility of setting up a café in it. It might draw more people to the resources and services on second floor; it could lead to small activities in the room –book discussions. In addition, there could become a source of revenue. There could be a number of drawbacks as well. The trustees were comfortable with Bill looking into the matter.

6. Adjournment: the meeting adjourned at 9:08