

Goodnow Library

Board of Trustees

Tuesday Sept. 1, 2009

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

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

2. Financial Report (Final FY09 and July/August FY10): The FY09 budget year ended as anticipated. We made small adjustments in individual line items. A partial spring cleaning was carried out. We carried forward a small amount for bills that were not going to be received by the deadline. So far in FY10 expenditures are proceeding as expected –with one exception. A major elevator repair was made in August -\$1,900. It should bring to a close what has been an on-going irritating problem with the elevator door. As usual we are well ahead in spending for magazines, newspapers and a few other items that require a sizable upfront payment or rely on other funds for the bulk of their budget.

3. Friends Report: the Friends approved the FY10 budget. The Friends are looking for several people to form a programming committee. Janice Rudolf is giving up the role. MA FRIENDS MTG.

4. Director's Report:

a) RFID and Self Check-Out: the contract has been approved and we are ordering supplies and equipment to carry out Phase I of the project –tagging and encoding all items -105,000. Tags have arrived. We hope to begin tagging items in September. It should take 10-12 months to complete.

b) Saturday and Sunday schedules: We were able to maintain the 40 full Saturday schedule and a 35 Sunday schedule which is down one Sunday from last year. I propose that the trustees consider closing Saturday Dec. 26 (without pay) and opening an additional full Saturday and an additional Sunday in early June with the savings. I suspect we would get more use of the Library with this switch. It also provides staff with a longer holiday without impacting the budget. The additional full weekend hours would coincide with the end of the school year.

c) PLA and MLS: the PLA (Public Library Association) convention is every other year. It is in Portland this March. Last time the trustees agreed to pay travel and room expenses for Karen Tobin as well. She was unable to attend. I recommend making the same offer for the upcoming event. Two staff members are entering MLS programs. We could offer a small reimbursement.

d) Web site: Mark Thompson assigned two summer interns to investigate the possibility of linking Drupal (open source web product) to the Town's web site. It was doable and a bare bones version was created. Karen is developing it.

e) FY10 Trust Fund Proposal: submitted and approved.

f) Landscaping: Public Works contracted for spring landscaping again. The work was done over summer. It is a great asset. Bill thanked Bill Place.

g) Staff meeting: will plan a half day or whole day meeting again this year.

h) Cleaning Contract: we will be sending out an RFP for proposals soon.

i) Signs Front Lawn

3. Trustees Report:

a) Meeting with Selectmen: review minutes from the meeting with the Selectmen. The first meeting about collaborating with other libraries has been schedule for September 29 at 8 AM. Review its agenda and Bob's observations. Wayne Walker spoke with Bill about the selection process for the director's position. Bill said that the Trustee felt the process should begin in about 9 months which would give 9 months to complete the process. He is fine with this.
FRANKLIN.

b) Goodnow Foundation: Bill, Barbara and Jill are still working on editing the FAQ based on the input gained from meeting with the Sudbury Foundation and the meeting with the Town Manager and Selectmen. The revised version will be sent to the Town Manager and Selectmen for their impressions.

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

5. New Business:

6. Adjournment: