Goodnow Library

Board of Trustees

Tuesday Sept.1, 2009

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:35. The June minutes were approved. (J. Browne/L. Gordon)

2. Financial Report (Final FY09 and July/August FY10): The FY09 budget year ended as anticipated. Small adjustments were in individual line items. A partial spring cleaning was carried out. A small amount of money was carried forward for bills that were not going to be received by the deadline. The trustees noticed that the total expenditures column for FY09 didn't match the actual expenses for all of the line items. The formula for that column was not calculating all of the line item expenditures. Bill said that this had happened once before when a change was made in the structure of the report. He will speak with the Office Coordinator and present the corrected report next month. 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. The trustees asked that a financial report on the RFID project be given next month and updated regularly.

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. Bill announced the date of the joint all day conference of the Mass. Friends Association and the Mass. Trustees Association.

4. Director's Report:

a) RFID and Self Check-Out: the Town approved the contract with the RFID vendor. Bill has ordered the supplies and equipment needed to carry out Phase I of the project –tagging and encoding all items -105,000. The tags have arrived. He hopes to begin tagging items in September. It should take 10-12 months to complete all phases of the project.

b) Saturday and Sunday schedules: Goodnow was able to maintain the 40 full Saturday

schedule and a 35 Sunday schedule for FY10, which is down one Sunday from FY09. Bill proposed 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. He believes there will be 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. Approved. (B. Iuliano/B. Pryor)

c) PLA and MLS: the PLA (Public Library Association) convention is every other year. It is in Portland, Oregon this March. Last time the trustees agreed to pay travel and room expenses for Karen Tobin as well as Bill. She was unable to attend. Bill recommended the same plan for the upcoming event. Since he will be retiring within a year of the conference, he not sure whether he would go. It would depend on what was offered.

Two staff members are entering MLS programs. Bill suggested offering a small reimbursement. This had been done before. The trustees agreed to do so as a one-time offer of support -$250 each. The funds would come from the staff development line of the trust fund budget. (B. Iuliano/B. Pryor)

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 for Goodnow. Karen is developing it. This is one of the by-products of the trustee/selectmen's meeting in June.

e) FY10 Trust Fund Proposal: submitted and approved by the Trustees of Town Donations.

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: Bill plans a half day or whole day staff meeting again this year.

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

i) Signs Front Lawn: currently signs are not allowed. A request was made by one of the civic groups that use the meeting room regularly to put up a sign for several weeks to publicize an upcoming program. The trustees were not comfortable with allowing the request. They felt that more thought needed to be given to the logistics and consequences of changing the policy.

3. Trustees Report:

a) Upcoming Meeting with Selectmen: the upcoming meeting about collaborating with other libraries has been schedule for September 29 at 8 AM. In preparation for discussing agenda items, the trustees reviewed Bill's minutes from the meeting with the Selectmen in June. Bill presented a rough draft of an agenda for the 9/28 meeting. The trustees made several recommendations. Bill will refine the draft and pass it on to Barbara Pryor who is acting as the

liaison to the Selectmen on this matter. Bill mentioned that Franklin and Medway have entered into an arrangement. He will contact Franklin for information.

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. Barbara needs to review the latest changes. 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: Wayne Walker (Assistant Town Manager) 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. Wayne was fine with this.

6. Adjournment: adjourned at 9:35. (C.Hull/L. Gordon)