

Goodnow Library

Board of Trustees

Tuesday December 7, 2010

Goodnow Library, Conference Room

7:30 p.m.

## AGENDA

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

**2. Financial Report Nov:** nothing unusual to report in terms of spending.

**3. Friends Report:** Bill, Karen and Anna (Office Coordinator) will be working with the friends in selecting a new copier/printer lease for the Library. The new arrangement may result in placing two machines in the library. We have had three, but the on-going costs far exceed the revenue.

### **4. Director's Report:**

**a) FY12:** the guidelines call for submitting two proposals, possibly three. The first, called a constrained budget, will have a bottom line equal to FY11. It will reflect staff step and longevity increases –no additional staff. The personnel cost increases will be offset by reductions in the operating costs section of the budget to maintain the FY11 bottom line. An \$8,000 increase in personnel to cover step increases would require \$8,000 of reductions to maintenance, utilities and or other operating costs. The second proposal, level staff budget, has the same personnel guidelines as the constrained budget, but allows up to a three percent increase in operating expenses- contacted services, utilities, and so on. The third possibility is the option to include new initiatives, including additional staffing. Obviously this third option is the least likely to be funded. As we did last year, contracted services for additional children's and young adult programs and archival services would be included in this third option. Details about each option will be given at the meeting.

**b) Building:** the surge suppressor should be in place by the meeting. We hope to select the vendor for replacing the A/V projector system soon. It will take several weeks to complete the project.

**c) Sudbury Archives:** originally the plan was to submit in December a request for additional funding of the Sudbury Archives Project that was first approved by the Sudbury Foundation in 2005. If approved the funds would be available in March/April. Given that the Goodnow library foundation request is being submitted in December, and that there are still some points regarding the follow-up request for the Archives, Bill will submit the Archives request in March. The details of it should all be worked out and in place for implementation. Karen Tobin, Mark Thompson and Laura Lowell, the project's consultant and database manager, will be able to

carry it forward.

**d) Website:** given the transitions taking place at the Library, the plan to invest considerable staff time on in-house developments of the library's website via Drupal does not seem realistic. The project will require funding and significant staff input, particularly by Karen. It will become a high priority in 2012.

**e) Medical leave:** a staff member will need medical leave for 4-6 weeks.

**f) Staff day:** Bill proposes having a staff day in January.

### **3. Trustees Report:**

**a) Goodnow Foundation:** Jill and Barbara will report on the meeting with the Susan Gladstone and the grant application process.

**b) Selection Process for a Director:** Carol Hull will give a progress report.

### **4. Old Business:**

### **5. New Business:**

### **6. Adjournment:**