

Goodnow Library

Board of Trustees

Tuesday December 7, 2010

Goodnow Library, Conference Room

7:30 p.m.

## MINUTES

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

**1. Call to Order and Minutes:** the meeting was called to order at 7:38. The November minutes were not available. Bill will e-mail them to the trustees for approval.

**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 only two machines in the Library. We have had three, but the on-going costs far exceed the revenue generated.

### **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. To maintain the FY11 bottom line, the personnel cost increases will need to be offset by reductions in the operating costs section of the budget. As an example, an \$8,000 increase in personnel to cover step increases would require an \$8,000 reduction in maintenance, utilities and or other operating costs. The budget form established the salary to be used for the Director's position. As expected the sum is significantly lower than Bill's current salary at step 8. There is also a savings under sick leave buy back. These reductions offset most of the salary increases and operating cost increases. Bill's proposal recommends taking the difference from Utilities, Contracted Services and Library materials.

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. In this case, step increases under personnel don't automatically trigger reductions in the operating budget; in fact, the operating budget could show necessary increases up to 3%. Bill's proposal restores the reductions made to utilities etc. 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. Bill limited new initiatives given that there will be a new Director. The trustees

supported the proposals.

**b) Building:** the new surge suppressor which protects the Library from major electrical spikes, such as those caused by lightning, is in place. The selection process for choosing a vendor for replacing the A/V projector system should be completed soon. It will take several weeks to complete the project.

**c) Sudbury Archives:** originally the plan was to submit a proposal for additional funding to the Sudbury Foundation in December. The request is actually a follow-up to the proposal approved by the Sudbury Foundation in 2005. The 2005 proposal supported number of objectives. The foundation approved the proposal, but decided to appropriate funds in phases. Goodnow received \$20,000 of the \$50,000 requested. For several reasons, the objectives supported by the funds were revised and took much longer to complete. The follow-up proposal will complete the objectives from the original request and address the need for a new software platform for the Archives. Given that the Goodnow Library Foundation request is being submitted in December, and that the new software platform option is still being evaluated, 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:** with several 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. As stated last meeting, a practical plan will require outside services. The project will require funding and significant staff input, particularly by Karen. It will become a priority in 2012.

**e) Medical leave:** Children's Librarian Betsy Mosher will be on medical leave for 4-6 weeks.

**f) Staff day:** Bill announced that the annual staff day will be in January.

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

**a) Goodnow Foundation:** Jill and Barbara reported on the meeting with the Susan Gladstone and the grant application process. Susan has agreed to serve as the development/Marketing Director for the fundraising campaign-including all of the activities leading up to it.

**b) Selection Process for a Director:** Carol Hull reported that she, Phyllis, Lily and Maryanne Bilodeau were reviewing the resumes of the thirteen candidates. A ranking system was established to select the first round of candidates. The four will get together to compare notes and schedule dates for the initial interviews.

**4. Old Business:** Barbara mentioned that she happened to meet Larry O'Brien while shopping. They both thought that the meetings between the Trustees and Selectmen on opportunities for

collaboration were productive. Larry mentioned the need to follow through on the idea of increasing collaboration between Goodnow and LSHS. Bill mentioned that more could be done with the Senior Center as well.

**5. New Business: none**

**6. Adjournment:** the meeting was adjourned at 8:55. (J. Browne/B. Pryor)