

Goodnow Library

Board of Trustees

Tuesday Jan. 5, 2010

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

- 1. Call to Order and Minutes:** motion to approve the Dec. minutes.
- 2. Financial Report (Dec. FY10):** have not met with the Building Dept. about roofing repairs- estimate totals \$18,000. About \$8,000 could be under warranty.

3. Friends Report: Friends did not meet in December.

4. Director's Report:

a) RFID and Self Check-Out: the conversion process –tagging and encoding all items (105,000) is moving forward. We have tagged about 58,000 items. Volunteers are a big help. We've just started encoding items as well – scanning the barcode number of each item onto its tag. After a telephone conversation with the president of Bibliotheca, we believe that the issues related to A/V material and security gates will be resolved shortly.

b) Mutual Access Agreement: working with Bob, we have revised the draft of the policy. The intent is to abide by the law and allow for arrangements among spouses. See below.

Absent consent of the library user, Massachusetts law states that the identity and intellectual pursuits of a person using such library shall not be a public record. The Goodnow Library's Mutual Access Agreement policy grants mutual access to information on items currently on loan or reserve for the purpose of allowing adult family members (over 18 years old) to renew items, checkout reserves or pay fines on materials for one another THROUGH THE GOODNOW LIBRARY ONLY. Mutual access requires mutual consent -both individuals must sign and date the form. A message will be put in the borrower record for each individual noting the mutual access agreement between them and Goodnow. The agreement does not apply to transactions that take place at other Minuteman libraries. It is the responsibility of the individuals to inform the Goodnow Library staff of any desired change in this agreement. (Approved)

c) Annual Report: draft included as an attachment. Please prepare comments and suggestions for meeting.

d. Girl Scouts request: resolved satisfactorily.

3. Trustees Report:

a) Meeting with Selectmen: discuss third meeting and potential meetings.

b) Goodnow Foundation: a year-end report was sent to the Sudbury Foundation concerning the GLFI grant. Jill will discuss the possibility of establishing a fundraising campaign using the Benevon method. Information on Benevon's training and support services in fundraising are attachments to e-mail.

4. Old Business:

5. New Business:

6. Adjournment: