

Goodnow Library

Board of Trustees

Tuesday Jan. 5, 2010

Goodnow Library, Trustees Room

7:30 p.m.

### **Minutes**

**Present:** Lily Gordon (**acting chair**), Bob Iuliano, Carol Hull, Jill Browne and Bill Talentino.

**1. Call to Order and Minutes:** the meeting as called to order at 7:35 the December minutes approved. (B. Iuliano/C. Hull)

**2. Financial Report (Dec. FY10):** have not met with the Building Dept. about roofing repairs-estimate totals \$18,000. It appears that a substantial amount would be covered by warranties. Bill will meet at some point with the Building Inspector to review options.

**3. Friends Report:** Friends did not meet in December. As planned, we will be meeting with them for a joint meeting at 7:30 February 9. The regular trustees meeting will take place immediately afterwards the same evening.

#### **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, Bill has 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.** The policy was approved. (B. Iuliano/C. Hull)

**c) Annual Report:** several trustees had revision to the draft Bob provided a hard copy with corrections and suggestions. Jill and Carol will contact Bill with their corrections. Once these changes are made will submit the final version.

**d. Girl Scouts request:** Bill spoke with the parent making the request and offered a satisfactory alternative.

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

**a) Collaboration Committee:** Lily and Bob reported that the Collaboration Committee was making good progress. There was a clear understanding of the purpose and parameters of the Committee. Bill and Barbara were working on a summary of the guidelines and goals that the Committee had established and would distribute them to Committee members by mid-January. Committee members would review them and decide if another meeting was needed before working out an agenda for a possible meeting with representatives from Wayland.

**b) Goodnow Foundation:** a year-end report was sent to the Sudbury Foundation concerning the GLFI grant. Jill summarized the Benevon model for non-profit fundraising and the steps under consideration for evaluating it.

**4. Old Business: none**

**5. New Business: none**

**6. Adjournment:** the meeting adjourned at 8:30. (J. Browne/ B. Iuliano)