

Goodnow Library

Board of Trustees

Monday June 14, 2010

Goodnow Library, Trustees Room

7:30 p.m.

## AGENDA

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

**2. Financial Report (June FY10):** during the last storm the Library was hit by lightning., Due to the lightning strike, we are making electrical, HVAC, telephone and fire alarm repairs. Prior to this event we had a good sense of the remaining operating and salary costs for FY10 and had shared the information with the Town's Financial Director. The Town asked us to use any anticipated surplus in operating costs to meet the increased personnel costs that were negotiated during the year, in lieu of the town transferring funds to our budget. The surplus in operations, mainly utilities, and deficit in personnel seemed to balance out. This is no longer true. We are in the process of gathering the repair costs. I expect that we will need the town to transfer funds to meet the personnel costs. I've alerted the Financial Director.

**3. Friends Report:** the summer paperback sale was a success. It raised more money than last year. There was an excellent turnout for the Friends annual Volunteers Luncheon on May 6<sup>th</sup>. At its annual meeting last week, the Friends approved the Library's annual budget request. The friends also formally approved contributing \$5,000 to the RFID project. The current officers of the Friends were reelected: Ingrid Mayyasi as president, Beth Whitcomb as vice-president, Laura Downing as treasurer and Bethanne Hinkle as secretary.

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

**a) RFID and Self Check-Out:** the Library will go live with the system on Monday, July 19. The PR campaign is underway. We are now planning on making reserves available for self-checkout as well. I will describe the process at the meeting.

**b) FY11:** will report on the final status of the FY11 budget and review the reductions that were agreed to in budget proposal submitted in October.

**c) Building:** ballasts will be replaced and a small scale spring cleaning will take place.

**d) Meeting Room Policy:** two elements of the policy under "Purpose of Meetings" need to be reviewed. This section of the policy appears at the end of the agenda. The topics are promoting business and religious ceremonies.

**e) FY11 Trust Fund Budget:** attached is the FY11 request. It is the same as FY10.

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

a) **Collaboration C.:** Bill and Barbara submitted a preliminary draft of recommendations to Maureen Valente.

b) **Goodnow Foundation:** Jill, Bill and Barbara met with the consultant. He agreed with the revised strategy for fundraising and suggested that we meet with the Community Relations Director for the Concord Free library for advice. Jill has scheduled a meeting. The trustees need to consider possible recruits for the Board of Directors.

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

a) **Director's Position:** the trustees will review the form and process for the library director's performance evaluation. Planning for the preliminary steps for the selection process should begin over the summer. Assistant Town Manager Wayne Walker is leaving at the end of June.

b) **Hans Lopater:** Follow-up on donations etc. for Hans Lopater.

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

### **6. Adjournment:**

**The following is from the first section of the Meeting Room Policy. The part in orange is being questioned. The parts in green are suggestions (mine) for clarifying and strengthening the section on prohibitions against promoting business etc.**

When not needed by the Library or the Town, the Goodnow Library Meeting Room can be made available to local groups, organizations, and residents for educational, cultural, philanthropic, or civic uses. The Meeting Room is not available for private or social functions (*e.g.*, birthdays, weddings **or religious ceremonies**), fundraising, use by for-profit organizations, or otherwise in support of commercial or for-profit objectives.

The Trustees reserve the right to refuse any request to use the Meeting Room if, in their judgment, the meeting could interfere with Library operations or be too large to accommodate. If the Trustees determine that a specific meeting may require additional security for the safety of patrons or Library property, the applicant will be responsible for all additional costs the Library incurs. The applicant ordinarily will be required to pay the anticipated costs in advance of the meeting.

The decision by the Library to permit a use of the meeting room does not in any way constitute an endorsement of the views or policies of the applicant. In its promotional material, an applicant may not suggest that the Library or its staff is endorsing or sponsoring the event.

All meetings must be open to the public. Under some circumstances, registration may be allowed. Admission may not be charged, and no business, product or commercial service may be promoted **in any manner** or sold. Alcoholic beverages are not permitted.

**Goodnow reserves the right to cancel a reservation, at any time, if it is determined that the information provided on the Meeting Rom reservation form is not accurate and compliant with the Library's policy. Goodnow reserves the right to review advertising for events scheduled at the Library.**