

Goodnow Library

Board of Trustees

Monday June 14, 2010

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:40. The May minutes were approved. (J. Browne/B. Iuliano)

2. Financial Report (June FY10): during the last storm the Library was hit by lightning. The HVAC, telephone, and fire alarm systems were damaged. In each case the damage was not extensive. The Meeting Room overhead projector was damaged beyond repair and needs to be replaced. Prior to this event we had a good sense of the Library's operating and salary costs for the remainder of FY10. We estimated that there would be a surplus, mainly Utilities and Contracted Services, and had shared the information with the Town's Financial Director. The Town asked us to use any anticipated surplus in operating costs towards meeting the increased personnel costs that were negotiated during the fiscal year. This would reduce or eliminate the need for the town to transfer funds to our budget to meet personnel costs. The surplus in operations, mainly Utilities and Contracted Services, and the deficit in personnel seemed to balance out. Due to the lightening strike, this may no longer be true. We are in the process of gathering the repair costs. The town may need to transfer funds to meet the personnel costs. The Financial Director has been alerted to this possibility.

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 6th. 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.

Bill, Anna Roughsedge (Office Coordinator) and three officers of the Friends are working on a new arrangement for providing library copiers/printers once the existing copier arrangement expires next spring.

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. Tagging and encoding more than 100,000 items in nine months is a

remarkable feat. The credit goes to the staff and volunteers. Goodnow benefitted from more than 2,000 hours of volunteer help.

As part of the transition to self checkout, we are planning to make reserves accessible to the public for self-checkout. There are two reasons for this. It will help to maximize the use and convenience of self checkout. All checkouts will be possible via self checkout. It will also solve the growing problem of allocating appropriate shelving space for reserves behind the desk. When the new library opened 11 years ago, the number of network requests Goodnow received totaled 4,500. Now they total more than 45,000. There is not enough shelving space behind the circulation desk for them and our in-house reserves. We keep adding more and more book carts behind the desk to accommodate the volume. Each is its own independent collection of holds. This leads to confusion and poor service. It takes a while to find items. At times items aren't found until after the customer leaves. The shelving units in the public area will be able to hold all of the reserves in alphabetical order.

For purposes of privacy, items will be placed on their side (spine) with the hold slip (user's name) facing out. Bookends will be used as dividers to keep items upright and in order. Items will be arranged by the user's last name. Signage will lead users to the correct section quickly. Anyone who is uncomfortable with this arrangement will be able to create an "alias" name under which their reserves will be filed.

The trustees asked that the alias option be offered without hesitation to anyone who is uncomfortable with the situation. Those still uncomfortable will be offered the option of having their reserves kept behind the Circulation desk.

b) FY11: the Library has yet to receive the final version of the FY11 budget from the Town. Bill is prepared to initiate all of the reductions approved by the trustees as part of the FY11 budget proposal submitted in October. They include reductions in staffing, weekend hours, and operating costs, for example, library materials.

c) Building Maintenance: ballasts will be replaced and a small scale spring cleaning will take place as part of the FY10 close-out.

d) Meeting Room Policy: the trustees reviewed two elements of the first section ("Purpose of Meetings") of the Meeting Room policy: promoting commercial activities, such as investment programs by financial service businesses, and holding private and social functions, such as, birthday parties, weddings or religious ceremonies. In terms of the first, Bill suggested that the wording "**in any manner**" be added to the section regarding attempts to promote commercial activities via Meeting Room programs. The sentence would read: "Admission may not be charged, and no business, product or commercial service may be sold or promoted **in any manner**." Bill also suggested the following sentence be added to the end of the section.

Goodnow reserves the right to cancel a reservation, at any time, if it is determined that the

information provided on the Meeting Room 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. His suggestions were passed. (B. Pryor/L. Gordon)

In terms of the second issue, Bill informed the trustees that a “non-profit legal and educational organization” located in Kansas sent a letter to Goodnow stating that it believed the section of Goodnow’s policy regarding religious ceremonies was unconstitutional and vulnerable to a law suit. A number of libraries across the country received the same type of letter from this organization.

The trustees reviewed the section and the objection. Bob suggested that the matter be discussed with Town Counsel. He believed that the clause did not conflict with constitutional rights since it did not prohibit meetings based on their content, but based on whether they were private or social functions, such as birthday parties, weddings or religious ceremonies. He volunteered to discuss the matter with Town Counsel. Bill will contact Town Counsel.

e) FY11 Trust Fund Budget: the FY11 request is the same as the request for FY10. In addition to the funds requested for collection development, small capital items and staff development (\$17,500), funds are requested for the RFID project (\$15,000). Since the RFID project began later than initially planned, the funds allocated in FY10 for RFID were not spent. Bill did not think that the total allocated for RFID would be needed; however, it would be prudent to have the sum available. (B. Iuliano/B. Pryor)

3. Trustees Report:

a) Collaboration Committee: as requested by the Committee, Bill and Barbara submitted a preliminary draft of the Committee’s recommendations to Maureen Valente. Bill will speak with Maureen about the next step.

b) Goodnow Foundation: Jill, Bill and Barbara met with consultant Jay Volk. He agreed with the proposed revised strategy for developing the Foundation which focused on recruiting the Board, building community awareness of the Foundation, and estate planning contributions over the next year or two. An active fundraising campaign would follow and coincide with the 150th anniversary of Goodnow in 2013. He suggested that Jill, Bill and Barbara 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. Bill will make more copies of the most recent evaluations for those trustees who didn’t receive them. They’ll be left at the Circulation Desk. Reviewing the criteria used in evaluations would help the trustees formulate the selection criteria for choosing a new

director. 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. Bill and Carol Hull will meet with Wayne to discuss the process for the job ad and for reviewing the description.

The trustees anticipate designating a sub-committee of trustees to be part of the initial search committee that reviews all applications and selects finalists. Once the ad, timeline and description are in place, Lily will contact Maureen about others to be considered for the search committee.

b) Hans Lopater: the trustees agreed that acquiring books on politics, political issues and politicians, would be a meaningful form of recognition of Hans Lopater's efforts on behalf of the Library. Hans had a strong interest in this subject. A book plate would be placed in each item.

5. New Business: Jill Browne was elected Vice –Chair. (C. Hull/P. Cullinane)

6. Adjournment: Adjourned at 9:34. (J. Browne/B. Iuliano)

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.