

Goodnow Library

Board of Trustees

Tuesday, May 4, 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 7:38 and the motion to approve the March minutes with several corrections. (C. Hull/L. Gordon)

**2. Financial Report (Jan. FY10):** we are closer to having a firm estimate for the repair work and special cleaning that can be performed this fiscal year. Bill is still working with the Building Inspector on the roofing repairs needed and any warranties that would apply to the work.

**3. Friends Report:** the book and bake sale were a success although less money was raised than last year. The Friends are sponsoring the annual Volunteers Luncheon on May 6<sup>th</sup>. This has been an especially remarkable year in terms of the contributions of our volunteers.

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

**a) RFID and Self Check-Out:** the July timeline still seems realistic. Bill emphasized the significance of the volunteers who have been tagging and encoding items. The entire collection had to be handled -115,000. Staff contributed significantly to tagging –without additional hours. A sizable percentage of the tagging and most of the encoding was carried out by volunteers. It will amount to almost 2,000 hours of work by July. The Library will begin a PR campaign this month. Getting users to bring their library cards will be a challenge.

The trustees asked that the Town Manager, Selectmen, Finance Committee and capital Improvement Planning Committee be invited to come on the opening day. The Trustees asked that PR material emphasize that RFID is part of the Library's strategy to use technology to increase productivity, cost efficiency and customer service.

**b) FY11:** until the override vote takes place, there is nothing new to report.

**c) Building:** the second 50 year storm had an impact on Goodnow. Fortunately it was in the usual remote storage areas –the boiler room and Octagon storage area. Supplies and book sale items were move out of harm's way. The new down spout over the Small Conference Room was installed prior to the storm. It and the makeshift piping installed by DPW from the earlier storm

helped greatly. The Library still needs to follow up with DPW about raising the height of the blacktop area near the back stairwell and with the Building dept. about the roof.

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

**a) Collaboration C.:** Bill and Barbara are still working on a draft of the report for the Committee.

**b) Goodnow Foundation:** Jill scheduled a meeting with the consultant to review a change in our immediate plans for the Foundation. It will be the day before the Trustees meeting. A report will be given on its outcome. The trustees are to discuss those sections of the FAQ that define the relationship of the Trustees to the Directors, election process and establish the number of Directors. The trustees will also discuss possible recruits for the Board of Directors.

**4. Old Business:** review the form and process for the library director's performance evaluation. The existing form will be distributed at the meeting

**5. New Business:** Lily proposed that the library look for a source of funding for a defibulator. It costs about \$2,000.

**6. Adjournment:** the meeting adjourned at 9:19 (B. Iuliano/L. Gordon)