

Goodnow Library

Board of Trustees

Thursday November 11, 2010

Goodnow Library, Community Meeting Room

7:30 p.m.

## AGENDA

- 1. Call to Order and Minutes:** motion to approve the October minutes.
- 2. Financial Report Sept:** nothing unusual to report in terms of spending. The status of several repairs is covered under “Building”.
- 3. Friends Report:** the work on the landscaping project is well underway. The plants to be replaced have been removed.

### **4. Director’s Report:**

**a) FY12:** after discussing the grading issue in the area by the delivery entrance on the north side of the building with Bill Place, the Library did submit a capital request for FY12. Based on an estimate procured by Bill Place, the request called for approximately \$12,000 to raise the grade of the area to eliminate the problem of runoff water gathering there and finding its way into the building. This situation has occurred several times during exceptionally heavy rains. The Town has allocated \$560,000 towards Capital Requests for FY12 and the FY12 requests total 6.5 million dollars. Department Heads submitting requests made up the initial evaluation committee. Its recommendations would be passed on to the Capital Improvement Planning Committee (CIPC). Requests were rated 1 through 4. Those rated 1 were recommended to the CIPC for funding in FY12. Goodnow’s request was rated 2 and not included in the final recommendations for FY12. The CIPC will review the 1’s and 2’s. Bill is meeting with two members of CIPC on Tuesday. Fortunately changes made to the downspouts in this area over the past year, one permanent and one temporary, will reduce the amount of water gathering there. Ultimately, this problem needs to be addressed in the near future.

Under the Town’s new timeline for submitting operating budgets, the FY12 Operating budget proposal is due November 29. Instructions for budget proposals will be distributed after November 1 –perhaps in time to report on at the Trustees meeting. Bill’s first estimate for staff and other level service increases comes to approximately \$17,500 or 1.7 %. However this does not include the Director’s salary which will be far less than in FY1. It could be \$18,000 to \$20,000.

**b) RFID:** the transition is progressing well. Staff is comfortable and proficient with the system. The public is positive about the changes and is becoming more independent in self-checkout. Staff is still tinkering with the process for network transfers- non-Goodnow/non-RFID items.

Self checkout amounted to 70% of checkouts again in October. Fortunately more and more checkouts are being carried out without staff assistance.

The library will have two platforms made for the open reserve shelves to make it easier for users to see and retrieve their holds. The platforms will raise the height of the shelves. This will eliminate much of the kneeling and bending required by staff and users to get items on the lower shelves.

The four MLN libraries using RFID will meet in mid-November to share experiences and ideas. Several other MLN libraries planning for RFID will attend the meeting to get an overview. Handling non-RFID reserve items is cumbersome. As more libraries acquire RFID, Concord and Westwood are in the planning stages, the percentage of non-RFID reserves will drop.

**c) Building:** thanks to Building Inspector Jim Kelley, a roof inspector evaluated the Library's roof last spring, old and new wings, and gave us an estimate for repairs. Replacing the flashing over the dormers of the 19<sup>th</sup> century wing was on the list. This is the area that was leaking several months ago. Jim had the area around the dormers repaired last week. Also, thanks to Art Richards of the Building Department, masonry repairs were made to the patio railing on the north side.

The Library now has an estimate for the total costs for the damages caused by the lightning strike. It includes the repairs already made to the telephone and fire and smoke alarm systems, and the costs for replacing the building's surge suppressor and the Meeting Room's projector system. The Town's insurance company has advised the Library to make the repairs and send the invoices to the company. The deductible is \$500. The total cost is between \$15,000 -\$18,000. The surge suppressor is on order. Bill and Mark Thompson have met with two vendors for estimates to replace the overhead projector system in the Meeting Room. We received one estimate and are waiting for the second. The cost will include some rewiring and re-programming the touch panel controls.

The A/V vendors are being asked to look at other upgrades to the A/V system that might make sense at this time. The upgrades or add-ons will be itemized in a separate estimate. They include a blue ray DVD player (\$200) and a PC that has whiteboard capabilities. The system is frequently used for power point and other PC and Internet applications. This system would enable users to edit presentations on the large screen via this new component.

**d) Sudbury Archives:** with approval from the Trustees and Town Manager, Bill will submit a grant for continuing to enhance the Sudbury Archives. Laura Lowell has agreed to continue working as consultant and database manager on the project. In addition to adding important historical records to the database, the grant will support modifying the website, adding content related to local history curriculum needs, and migrating to the same software platform for archiving and retrieving documents as the Town. Karen Tobin will be involved. This proposal was part of the original proposal presented to S.F. in 2005. The Foundation approved the plan,

but recommended funding it in phases, which proved to be the better approach. The new proposal follows the original plan.

**e) Lobby Bulletin Board:** a request was made to post part-time jobs. Given the current situation, it is worth considering.

**f) Stipend and 2 day Course:** Mike Briody (Head of Circulation) is getting an MLIS at Simmons. The Library benefits significantly from the knowledge Mike gains. Courses are expensive. Each year the Trustees earmark a portion of trust fund spending to staff development (\$2000). Only a portion of it is used, mostly for program or conference costs. Last year the trustees agreed to give \$250 towards Mike's tuition. I am recommending it again this year.

There is a two day course on Drupal, the open source web platform we are developing for the Library. The training seems like a good fit for plans for developing Goodnow's site. Bill is investigating it. If it proves worthwhile, he would use staff development funds for Karen Tobin to attend.

One of the objectives of Goodnow's Strategic Plan is to develop its web site. Although it is important to have a staff member, Karen, with a good foundation of knowledge about Drupal, our original strategy of contracting for web design services is still a significant factor. There are funds available through the trusts or state aid to support this.

**g) Town Clerk Proposal:** the Town Clerk is submitting a CPC proposal that has a bearing on the Library.

"This project will restore, preserve, protect, conserve and digitize twenty-two historic Town books and documents. These are irreplaceable public resources that are seriously threatened. The digital images of these documents would be utilized for public access."

**Other Pertinent Background Information:**

The Town of Sudbury currently has a contract with Northeast Document Conservation Center in Andover Massachusetts. Fifteen books of records have been repaired, conserved and digitized and five additional books are currently being conserved and digitized at that facility. The digitized images have been provided to the Director of the Goodnow Library who is working with Laura Scott Lowell to provide access to these digitized volumes on the Town Website in the Sudbury Historic Archives.

Preserving historical records and making them more accessible to the public are goals that we share with the Town Clerk's Office. They are the reasons for creating the Sudbury Archives. We will be working with the Clerk and Mark Thompson to gain mutual benefits from these efforts. As mentioned in the proposal, many of the images will be available on the Sudbury Archives website. A vote of support from the trustees for the proposal would be welcomed.

**h) Librarian's Choice:** Brenda Castino, one of our part-time reference librarians started this collection about 6 months ago. The titles are recommendations from the staff. It has been a great success.

**3. Trustees Report:**

**a) Goodnow Foundation:** Jill and Barbara will report on the November 1 meeting with the consultant. The trustees need to elect the Board of Directors for this year.

**b) Selection Process for a Director:** Carol Hull will give a progress report.

**4. Old Business:**

**5. New Business:**

**6. Adjournment:**