

Goodnow Library

Board of Trustees

Thursday November 11, 2010

Goodnow Library, Community Meeting Room

7:30 p.m.

Minutes

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

Call to Order and Minutes: the meeting was called to order at 7:40 and the October minutes approved. (C.Hull/P. Cullinane)

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. Much of the plantings will take place in the spring.

4. Director’s Report:

a) FY12: a Capital Improvement request was submitted for 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 submitted the request 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 in the area 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. The FY12 capital requests totaled 6.5 million dollars. A committee made up of Department Heads submitting FY12 ranked the requests 1 through 4 and passed on the recommendations to the Capital Improvement Planning Committee (CIPC). 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 next Tuesday.

Subsequent to last year’s problems a permanent and temporary change were made to downspouts in this area. The changes had a positive impact. Less water gathers there. This problem will need 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 reflect any changes in the Director’s salary which will be far less than in FY12. The trustees asked Bill to be conservative in allowing for a reduction in the Director’s salary since the closing date for applying has not expired and so the potential salary for the position is quite fluid.

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 items are being checked 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 themselves. The platforms will raise the height of the shelves. This will eliminate much of the kneeling and bending required by staff and users to retrieve items located 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, the percentage of non-RFID reserves will drop. Concord and Westwood are in the planning stages.

c) Building: thanks to Building Inspector Jim Kelley, a roof inspector evaluated the Library’s roof last spring, both the old and new wing, and gave us an estimate for repairs. (This report is going to the permanent Building Committee which is gathering roofing repair needs on all Town facilities.) Replacing the flashing over the dormers of the 19th century wing was a high priority on the list. This is the area that was leaking several months ago. Jim supervised 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. Funding for the repairs came out of building department Capital Improvement funds. Bill will thank Jim and Art for taking the initiative on these problems and convey the Library’s gratitude to the Town Manager.

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 replacing the existing DVD player with a blue ray DVD player (\$200) and adding a PC that has interactive whiteboard capabilities to the system. The A/V system is frequently used for power point and other PC and Internet applications. This PC and software enhancement would enable users to edit presentations on the large screen.

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 request 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 through on the original plan.

e) Lobby Bulletin Board: a request was made to post part-time jobs. Given the current situation, it is worth considering. The trustees had two concerns. One was the amount of staff time this might require to maintain. The other concern focused on the possibility of inaccurate or deliberately misleading job ads being posted. Bill said the ads would be given to the circulation staff and passed on to Bill initially. He will get a sense of what is being submitted and the volume. There will be a disclaimer on the loose leaf binder stating that Goodnow is not endorsing or responsible for the contents. The trustees approved going forward with the proposal. Bill will report any difficulties.

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 a stipend to Mike towards his tuition. Bill recommended doing it again this year. The trustees agreed to a stipend of \$500.

There is a two day course on Drupal, the open source web platform the Library plans use for its web site. The training seemed be relevant to Goodnow's plans. Although our original strategy called for contracting for web design service to develop the site, it is important to have a staff member, for example, Karen, with a basic knowledge about Drupal. Bill investigated the training program and decided to wait. Quincy awarded this company the contract to develop its site and train its staff. Bill will get Quincy's RFP and check back with them.

This serves as a reminder that developing the Library's web site is a key component of the Strategic Plan. It should be taken up over the next year. It appears to be too large a project to handle in-house. It will require funding for design services.

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. We created the Sudbury Archives to achieve these goals. We will be working with the Clerk and Mark Thompson to gain mutual benefits from the Town Clerk’s project. 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 by the Town Clerk. So moved and approved. (C. Hull/B. Iuliano)

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

3. Trustees Report:

a) Goodnow Foundation: Jill and Barbara reported on the November 1 meeting with the consultant Jay Vogt. The discussion centered on reviewing criteria for selecting potential new Board members and strategies for recruiting them. The skills and experiences to look for in new members are the same as the trustees had discussed. Jill and Barbara will work with Bill on a simple script to use in making contacts. At the conclusion of the trustees meeting, the trustees will convene a Board of Directors meeting to appoint Board members for this year and discuss a fundraising plan for the Foundation.

b) Selection Process for a Director: Carol Hull reported. The deadline for applying is Friday. At that time the Assistant Town Manager and the three trustees representing the Board will begin the initial process of evaluating candidates. After the deadline Carol will speak with Maryanne about specifics steps and a timeline and pass the information on to the entire Board. Bill asked that basic information regarding the process be shared with the staff. Carol will contact him.

4. Old Business: none.

5. New Business: Bill said that Ursula Lyons, a member of the Sudbury Historical Society met with him about some artifacts that belong to Goodnow. They were donated to the Library many years ago. The Society is interested in acquiring them. Bill told Ursula that the decision rests with the Trustees. They would want to give careful consideration to request of this nature since the artifacts are Library (Town) property (belonging to the community) and are accessible to the general public. Bill advised Ursula that a formal written request would have to be made to the Trustees. The Trustees agreed that they would need a formal proposal before giving this matter consideration.

Bill used this opportunity to reinforce the idea that there needs to be greater collaboration between the Library and Town Clerk's office about organizing, preserving and making accessible historical Town records.

6. Adjournment: the meeting adjourned at 9:15. (B. Pryor/B. Iuliano)