

Goodnow Library

Board of Trustees

Tuesday October 5, 2010

Goodnow Library, Trustees Room

7:30 p.m.

## AGENDA

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

**2. Financial Report Sept:** nothing unusual to report in terms of spending. There are several pending repairs that will be addressed. They are described under “Building”.

**3. Friends Report:** Friends passed the landscape proposal.

### **4. Director’s Report:**

**a) FY12:** operating and capital. Goodnow’s capital budget will be submitted next week. Nothing is requested for FY12. Carpeting and painting the library are listed under FY13. These two items have been in the five year capital plan for several years with FY13 as the designated year. 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 November 1. In preparation, I’ll provide an estimate of fixed increases, salary steps and so on for FY12.

**b) RFID:** the staff and public are becoming more comfortable and proficient with the system. Staff is still tinkering with the process for network transfers- non-Goodnow/non-RFID items.

**c) Building:** thanks to Building Inspector Jim Kelley, a roofer inspected 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. Jim plans on having the most critical repair items done using capital funds available to his department. Replacing the flashing is included. Goodnow submitted an estimate for the damages caused by the lightening strike. It includes the surge suppressor. The selection process for a new surge suppressor is underway. Our electrician is helping. With Mark Thompson’s help, Bill is meeting with vendor’s for estimates to replace the overhead projector in the Meeting room. The cost will probably include re-programming the touch panel controls. The vendors are being asked to look at other upgrades that might make sense at this time. The existing system is 12 years old. The optional upgrades will be itemized. Bill Place will provide an estimate for redesigning the drainage on the north side of the building where flooding occurred last year.

**d) Trust Funds:** report on at the meeting.

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

**a) Goodnow Foundation:** Jill, Bill and Barbara will report on discussions and developments. He agreed with the revised strategy for fundraising and suggested that they meet with Sue Gladstone, the Development Director for the Concord Free Library, for advice. They met with Sue. She also concurred with the change in strategy. She recommended contracting with a development person, part-time, to direct the effort to create an identity for the Foundation in the community and a marketing strategy. This will also help in recruiting Board of Directors. The development director would then become the point person for the fundraising campaign in 2013. The Foundation sub-committee will meet soon to discuss these recommendations and will report back to the trustees.

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

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

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

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

#### **6. Adjournment:**