

Goodnow Library

Board of Trustees

Tuesday September 7, 2010

Goodnow Library, Trustees Room

7:30 p.m.

AGENDA

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

2. Financial Report:

a. June FY10: the fiscal year closed with all funds expended or, in the case of Utilities and Automation, carried forward for late arriving bills. A transfer was made from General Expenses (postage and travel), Contracted Services and Utilities to Personnel. Ballasts were replaced and a small scale spring cleaning occurred.

b. July/August FY11: nothing unusual to report in terms of spending. There are several repairs that will need to be addressed. They are described under "Building".

3. Friends Report: summer film program successful. Susan Pettit will present a landscaping proposal for the main entrance area to the trustees at the September meeting. Susan and Alice Levine have been working with Phyllis on plans for modifying the area. Maria Von Brincken, a Sudbury resident and professional landscape designer, has been working with them as well.

4. Director's Report:

a) RFID and Self Check-Out: the Library staff began using the RFID system on July 23. The self checkout component and open reserve shelves were introduced to the public on Thursday, August 19. Financial Director Andrea Terkelsen was the first customer. Both transitions went smoothly. The public response has been enthusiastic. The staff and a cadre of volunteers did a phenomenal job in completing the RFID project within 9 months. The staff used every opportunity to tag and encode items. The Library benefitted from more than 2,000 volunteer hours. As part of the transition to self checkout, reserves were moved to shelves in a public area. Library users have been enthusiastic about this change as well. Public opinion is that it is more convenient and efficient than the old arrangement. It has also increased the level of self checkout.

We have expended the Town funds, much of the Build for the Future funds and all of the Challenge Grant funds allocated to RFID.

b) Web site: Karen Tobin will begin work on revamping the web site using Drupal as the software platform. This had been our plan once the transition to RFID was completed. The

Town's transition to Drupal makes it even more of a priority.

c) Trust Funds: it has been some time since the trustees met with Financial Director to review the status of the Library's trust funds. It might be worthwhile to do so before a new director is appointed.

d) Holidays: the Library will close the Sundays after Christmas and New Year's as part of FY11 cost saving measures.

e) Historical Society: the Sudbury Historical Society is putting together a virtual tour of historic Sudbury. An officer of the Society asked permission to include some of the photos of Goodnow that appear on the Library's web site. Bills signed a form approving the use of the photos for this purpose. Later he included use of a photograph of the Library's portrait of John Goodnow for the same purpose. The Society is also publishing a book containing its collection of Civil War letters of Sudbury residents. Some of the letters include entries about the newly established public library. Bill was asked if the engraving of the original library that appears in Hudson's history could be used in the book. He asked that the request be submitted in writing for the trustees to review.

f) Building: the surge suppressor installed with the renovation no longer works. We have a quote for replacing it. I asked the PBC to look at it. The Permanent Building Committee is working with the Building inspector and a roofing consultant to identify roofing repairs and maintenance needs for all of the Town's facilities. The consultant found several areas of concern at Goodnow. The flashing in several areas of the slate roof need to be repaired or replaced. There are several other issues. Unfortunately, during the recent period of rain a leak developed around the flashing of one of the dormers on the slate roof and water came in and through a beam in the Historical Rom's ceiling. It happened the last day of the storm. It was noticed quickly. Large containers were placed in the eaves above the ceiling to catch water. Thanks to Jim Kelley, a roofer inspected the roof last spring and gave us an estimate for repairs, including the flashing. Jim plans on having the work done using capital funds available to his department.

Bill will be working on an estimate for the damages caused by the lightning strike.

3. Trustees Report:

a) Collaboration C.: Bill and Barbara submitted a preliminary draft of recommendations to Maureen Valente.

b) Goodnow Foundation: Jill. Bill and Barbara met with the consultant. 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.

c) Director's Position: Carol Hull will report on the advertisement, timeline and job description. Both the ad and description were sent via e-mail. Bill met with the new Assistant Town Manager. She agrees with the proposed timeline for hiring a new director. He told her that the trustees would be putting the finishing touches on the job description.

d) Meeting Room Policy: Bill sent the Town Counsel the information regarding the Meeting Room policy. Counsel was told that Bob would like to have a conversation with him about it.

e) Hosmer paintings: Carol Hull will report.

4. Old Business:

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

5. New Business:

6. Adjournment: