

Goodnow Library

Board of Trustees

Tuesday September 7, 2010

Goodnow Library, Trustees Room

7:30 p.m.

Minutes

Present: Lily Gordon (chair), Jill Browne, Carol Hull, Bob Iuliano, Phyllis Cullinane, Barbara Pryor, Susan Pettit (Friends), Alice Levine (Friends) and Bill Talentino

1. Call to Order and Minutes: the meeting was called to order at 7:36. The June minutes were approved. (C. Hull/P. Cullinane)

2. Financial Report:

a. June FY10: the fiscal year closed with all funds expended except for Utilities and Automation, several late arriving bills in these line items were carried forward. A transfer was made from General Expenses (postage and travel), Contracted Services and Utilities to Personnel. As was the case for all town departments, the FY10 budget did not reflect all salary increases applying o FY10 because the increases were not finalized until after the budget was submitted. Departments were asked to make whatever transfers they could within their budgets to meet the increases and the rest would be covered by the town. The Library made every effort to meet this request (\$5,000) and, due to a surplus the items listed above was successful. Several repair and maintenance issues were addressed at the end of the year. Ballasts were replaced and a small scale spring cleaning conducted.

b. July/August FY11: nothing unusual to report. Bill reviewed the adjustments made in line item budget allocations from FY10 to FY11. He and Anna Roughsedge made a concerted effort to fine tune line items to make it easier for Bill's successor to understand spending trends. Several building repairs that will need to be addressed would be discussed under "Building".

3. Friends Report: summer film program successful. Susan Pettit and Alice Levine presented a landscaping proposal for the main entrance area to the trustees. Susan and Alice had been working with Phyllis Cullinane on plans for modifying the area for several months. They consulted with Maria Von Brincken, a professional landscape designer, as well. Many of the existing plants were not doing well and, as a whole the existing plan was difficult to maintain. The thrust of the proposal was to replace much of the existing plantings with plants that were easier to maintain and more appropriate in terms of the environmental conditions and scale of the area. A landscape committee would be formed to redo the area and provide on-going

maintenance. The Friends would seek donations to help fund the transformation. Alice gave a detailed description of the planting plans. The trustees asked several questions. They were grateful for the thought and effort that went into the proposal and supported it. (A copy of the proposal appears at the end of the minutes.) Next the proposal goes before the Friends.

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 positive and supportive. 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. Technical Services and Children's made a tremendous effort at the end to have all A/V material set to go. Karen Tobin worked tirelessly to get equipment and software ready, and Mike Briody did the same with staff and customers. The Library benefitted from more than 2,000 hours of volunteer help. Without it, the conversion process would have gone on for many more months. As always, Mark Thompson and Brian Powell were a great help in terms of selecting and installing equipment. 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. Public opinion is that it is more convenient and efficient than the old arrangement. It has also increased the level of self checkout.

The library is still in a transition period. Procedures are still being developed and refined. The staff is investing more time not less- helping users become adept at self checkout. This will continue for several months. Once the public becomes self sufficient in self-checkout and procedures are refined, the library should reap the benefits of efficiencies and self service.

We have expended the Town funds, much of the Build for the Future funds and all of the Challenge Grant funds allocated to RFID. There are approximately \$2,500 to \$4,500 invoices still in the pipeline. Bill will be going to the funds allocated by the Friends for the project next. The project is well within the projected budget. Bill said he would be pleased if an additional self checkout unit or two were called for in the near future based on public use.

The trustees expressed their gratitude to the Town for its support of the project and to the staff and the volunteers for the exceptional effort made in realizing it.

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. They asked Bill to contact Andrea Terkelsen about the possibility of meeting with them at an upcoming trustees meeting to review matters before a new

director is appointed.

d) Holidays: the trustees approved closing 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. The trustees supported its use for this purpose, with the understanding that the image is not the property of Goodnow.

f) Building: the surge suppressor installed with the renovation is not functioning and needs to be replaced. Bill received quotes for two options for replacing it. He asked the PBC for advice. The prices range from \$1,300 to \$1,900. He expects to get an opinion from PBC soon.

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 heavy rain a leak developed around the flashing of one of the dormers on the slate roof and water came into the attic and subsequently through a beam in the ceiling Historical Room. 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 a portion of the work done using capital funds available to his department. The work would address the flashing problem.

The trustees asked Bill to thank Jim Kelley for his help in this matter.

Bill will be working on an estimate for the damages caused by the lightening strike. He will pass on the information to the Assistant Town Manager. The meeting Room's overhead projects is one casualty. It is beyond repair. Bill will be getting estimates for replacing it.

3. Trustees Report:

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

b) Goodnow Foundation: Jill. To be taken up at the next meeting.

c) Director's Position: Carol Hull reported on the advertisement, timeline and job description for the Director position. Both the ad and description were sent to the trustees prior to the meeting via e-mail. Bill mentioned that he had met with the new Assistant Town Manager two weeks ago. She knew that Bill and Carol had a preliminary meeting with Wayne Walker, former A.T.M. on a timeline and process for updating the job description and drafting an ad. She agreed that it was wise to leave ample time for the selection process. Bill told her that the trustees would be putting the finishing touches on the job description etc. and would share them with her soon.

The trustees reviewed each item. Several additions were made to the job description to provide some detail on responsibilities and expectations. The drafts were approved. Carol will contact the assistant Town Manager.

d) Meeting Room Policy: Bill sent the Town Counsel the information regarding the Meeting Room policy. Subsequently Bob had a conversation with him about it. The matter remains under consideration.

e) Hosmer paintings: Three Hosmer paintings are on permanent loan to Goodnow. A fourth Hosmer painting which has been on exhibit at Goodnow was returned to the Hosmer House several weeks ago.

4. Old Business:

b) Hans Lopater: as discussed at the June meeting, donation in memory of Hans will be used to purchase books on politics. Book plates recognizing Hans will be placed in each. Jill will contact Mavis Lopater.

5. New Business: none

6. Adjournment: 9:45 (B. Iuliano/j. Browne)