

Goodnow Library

Board of Trustees

Tuesday February 1, 2011

Goodnow Library, Conference Room

7:30 p.m.

AGENDA

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

2. Financial Report January: we have fallen behind a little in some spending areas, such as, library materials. The staff has been alerted. Bill and Anna (Office Coordinator) will be reviewing the entire budget carefully to assess spending patterns for the remainder of the year.

3. Friends Report: Bill, Karen and Anna met with four copier/printer vendors to discuss proposals for a new lease agreement for the Library. It appears that the new arrangement will allow us to continue with three machines in the Library. We are comparing the offers, particularly in terms of the on-going maintenance costs. We will present recommendations to the Friends by the end of February.

4. Director's Report:

a) Building: the Town's insurance company approved going forward with replacing the A/V projector system based on the revised (increased) cost. Work will begin in mid-February. The vendor will exclude the cost of the blue-ray player from the invoice to be paid by the insurance company. As mentioned last month, the vendor also gave Goodnow a proposal for a mobile interactive whiteboard. It is something the library should consider acquiring in the future.

b) Sudbury Archives: a progress report on the current project is almost completed. The next proposal will be sent to the Sudbury Foundation in early March.

c) Annual Report: the report was submitted with the modifications recommended by the trustees.

e) Medical leave: Children's Librarian, Betsy Mosher, the Children's staff, and the Library staff as a whole, are making numerous contributions to maintain Children's services during Betsy's absence. It is a great credit to their commitment to the Library and library users.

f) Staff day: the staff day was held on Friday, January 28. Several key topics were addressed. The trend in library services to empower customers was discussed. Karen gave a demonstration of MLN's new on-line catalog interface, Encore, which is similar to Google and other interfaces library users are accustomed to searching. Mike Briody reviewed the transition in staff duties being initiated now as a result of RFID and self-checkout. He also discussed future transitions

that will emerge as a result in a shift in workload related to check-in and checkout transactions.

g) Network Transfers: Brookline was generous enough to send out two staff members to work with Goodnow on a software program Brookline wrote to streamline handling of network transfers via RFID. An adjustment needs to be made in the town's security software to allow it to work. The state has signed a contract with a new vendor for delivery services beginning in July. As part of an effort to keep delivery costs down and boost efficiency, all items in delivery will need to have barcodes on the outside. This will allow for automated sorting. (Sorting is the most expensive piece of delivery costs.) Goodnow plans to work with other MLN libraries on a plan for addressing this requirement. There are devices that will scan existing barcodes and produce duplicates that can be placed on the outside of an item. A plan should be worked out within the next month. Most likely it will involve volunteers.

3. Trustees Report:

a) Goodnow Foundation: Jill and Barbara will update.

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

c) Sudbury Historical Society Request: with the agenda the trustees will receive an e-mail that the Society sent to Lily as chair of the trustees. Although Lily will report on the letter at the trustees meeting, I think it is important to clarify two points made in the letter that would otherwise confuse the issues raised. The letter asks Goodnow "to return to the Historical Society two collections..." The return of the Hattie Goodnow Collection to the Society has never been an issue. Once the Society realized and alerted the Library that it was left with the Goodnow by mistake, Ursula brought it to my attention, returning it to the Society was a given. I asked that a letter be given to Goodnow by the Society saying that the Collection was returned to the Society. I asked that it be signed and dated at the time that the exchange took place. I did not want to turn the collection over to anyone without an official letter from the Society on record. This procedure was to insure that there would be no confusion in the future about the whereabouts of the collection. Given the existing confusion over it, I wanted a clear paper trail for both Goodnow and the Society.

As I explained to representatives of the Society, the Vincent Collection is a different situation. We cannot "return" something that Goodnow owns and, therefore, never borrowed from the Society. The Vincent Collection belongs to Goodnow –it is Library/Town property. The trustees could consider donating or lending it for a period of time to the Society or another organization. Turning over ownership of Library property would require some consideration. Lending it for a specific period would involve fewer issues and offer several advantages.

Our foremost goal is to serve the public- all residents of Sudbury. An on-going mutual lending practice of materials for display could be instituted between the Library and Society. Presenting materials in different venues would expand the viewership. For a variety of reasons, residents

might find it more convenient to see exhibits of SHS material at Goodnow. Likewise, having Goodnow material exhibited at the Parsonage could enhance the Society's exhibits and programs. As Goodnow's participation in MLN has shown, resource sharing or lending offers great benefits to institutions and, more importantly, their constituencies. Working together and sharing our expertise to preserve and make accessible the resources each institution possesses would benefit the public. Increasing our collaborative efforts with other libraries, town agencies and local organizations is a focal point of our Strategic Plan. We talked about looking at opportunities to collaborate with other town entities focused on Sudbury's history and historical resources, such as the Historical Society and Town Clerk's Office. The Society's letter could be an impetus to move forward.

4. Old Business:

5. New Business:

6. Adjournment: