

Goodnow Library

Board of Trustees

Tuesday January 11, 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 Nov: nothing unusual to report in terms of spending. We are looking into replacing the public server for our system. This server supports all of the software and files on the public PC's. The existing server is actually an old PC and is becoming erratic. Mark and Brian were planning on replacing the staff server with a newer one and put the staff server in another department. Now the plan seems to be to substitute our existing staff server for our existing public server. This should suffice for the near future.

3. Friends Report: Bill, Karen and Anna (Office Coordinator) will be meeting with copier/printer vendors over the next few weeks to discuss proposals for a new lease agreement for the Library. The new arrangement may result in placing two machines in the Library. We have had three, but the on-going maintenance costs are exceeding the revenue. Once we have assessed the offers, we will present proposals to the Friends.

4. Director's Report:

a) FY12: the budget proposals were submitted. Bill met with Maureen Valente and Andrea Terkelsen to review them. It is too early to predict whether any adjustments will be required. All of the budgets will be analyzed. Several other factors will have a major influence, such as, state aid.

b) Building: We met with the vendor that will be replacing the A/V projector system last week to finalize terms and a timeline. The total cost is approximately \$3,000 more than originally estimated. Bill will contact the Town to inform the insurance company. There is an additional \$800 worth of enhancements to the system for which the Library will be responsible. The project should be underway in early February and take several weeks to complete.

c) Sudbury Archives: preparing a report and the next proposal for the Sudbury Foundation will be a major objective over the next two months.

d) Annual Report: please review the draft. The report will be submitted the day after the meeting. The report is much shorter than prior reports. It focuses on observations concerning developments over the first ten years of the 21st century and new building. It did not include segments on each department.

e) **Medical leave:** Children's Librarian, Betsy Mosher, will be on medical leave for a longer period of time than initially projected. She expects to be out through May. Betsy did a wonderful job of putting many things in place for the interim. Karen Tobin has become more of an advisor. The Children's staff has taken on more responsibilities to maintain services. The responses are a reflection of the staff's commitment to the Library.

f) **Staff day:** the staff day will be Friday, January 28.

3. Trustees Report:

a) **Goodnow Foundation:** the fundraising proposal was submitted to the Sudbury Foundation. Jill and Barbara will update.

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

4. Old Business:

5. New Business:

6. Adjournment: