

Goodnow Library

Board of Trustees

Tuesday January 11, 2011

Goodnow Library, Conference Room

7:30 p.m.

Minutes

Present: Carol Hull, Lily Gordon (chair), Jill Browne, Phyllis Cullinane, Barbara Pryor, Bob Iuliano and Bill Talentino.

1. Call to Order and Minutes: the meeting was called to order at 7:36 and the December minutes were approved. (J. Browne/C. Hull)

2. Financial Report Dec.: 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 influence the budget process, such as, state aid.

b) Building: last week we met with the vendor chosen to replace the A/V projector system 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 to make it function properly with the new system. In addition, the Library will be responsible for a new blue ray DVD player –an upgrade not related to the new system per se. The project should be underway in early February and take several weeks to complete.

c) Sudbury Archives: Bill is working with Laura Scott Lowell in preparing a report on the

current phase of the Archives project. He and she will then begin work on a proposal to complete the goals defined by the project. Bill expects to submit the report in February and the proposal in March. The remaining goals include adding more 1850-1900 records to the database, adding educational/informational content to the web site, updating the web site and converting to a new software platform.

d) Annual Report: the trustees approved the concept of using the annual report to review developments at Goodnow over the last ten years. They made several suggestions for changes to the draft. Bill will incorporate the suggestions and submit the report. (

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 to Children's. Victoria Bozuik has agreed to become the liaison between Children's staff and Karen and Bill. The Children's staff as a whole has taken on more responsibilities to maintain services. The responses are a reflection of the staff's commitment to the Library and high esteem for Betsy.

f) Staff day: the staff day will be Friday, January 28. The staff will review library trends, discuss transitions made possible by RFID, gain an orientation to MLN software developments and cover several other important developments.

3. Trustees Report:

a) Goodnow Foundation: the fundraising proposal was submitted to the Sudbury Foundation. Jill and Barbara recommended a new member to the Board of Directors, Beth Quirk. After a discussion the recommendation was approved. (B. Iuliano/B. Pryor) Jill and Barbara will continue contacting potential Board members. They have a number of fine candidates. The trustees were encouraged to continue to submit names for consideration.

b) Selection Process for a Director: Carol Hull reported that fourteen applications were received and evaluated. Four candidates would receive initial interview. Finalists would be involved in at least one more interview.

4. Old Business: Bill shared a letter he received yesterday from the Alliance Defense Fund regarding the Library's Meeting Room policy. Further review of the policy is still under consideration.

5. New Business: none

6. Adjournment: the meeting adjourned at 8:46. (B. Iuliano/P. Cullinane)