

Goodnow Library

Board of Trustees

Tuesday March 1, 2011

Goodnow Library, Conference Room

7:30 p.m.

AGENDA

- 1. Call to Order and Minutes:** motion to approve the February minutes.
- 2. Financial Report February:** 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 reviewed four proposals for a new copier/printer lease agreement. Mark Thompson reviewed the specs and offered advice based on the town's experiences. We presented our recommendation to the Friends for approval. It was supported. The new arrangement will be for four years. Revenue should easily cover costs. The switch will take place in mid-March.
- 4. Director's Report:**
 - a) Building:** installation of the new A/V projector system should begin the first week of March and be completed within a few days. Bill is working with P-T Reference Librarian Brenda Castino on finishing a Disaster Plan for Goodnow.
 - b) Sudbury Archives:** the final report on the current project will be submitted to the Sudbury Foundation by the end of February. The next proposal will be sent to the Sudbury Foundation in early March. When the Foundation approved the 2005 grant, it provided \$20,000 of the \$50,000 requested upfront and asked that the Library request the remaining amount when needed. Since most of the funding was going to a service contract for Laura Scott Lowell spanning the entire time span of the grant, this made sense. The new proposal is a continuation of the 2005 proposal with some adjustments based on opportunities that have emerged since the original proposal was written. Laura Scott Lowell will continue on as the Archives database manager and consultant.
 - c) FY12:** nothing new to report.
 - d) Medical leave:** Children's Librarian, Betsy Mosher has completed treatment leading up to her procedure. The Children's staff has done a commendable job of filling in hours and taking on responsibilities.
 - e) Disaster Plan:** establishing a Disaster Plan is an objective in our Strategic Plan. Work on it has been sporadic. We think it will be completed by mid-March.

f): Orientation for New Director: Bill and Esme will overlap for three days (3/14-3/16). Bill will be putting files together for her.

3. Trustees Report:

a) Goodnow Foundation: Jill and Barbara will update. Bill, Barbara and Susan Gladstone will meet with the Sudbury Foundation on March 7th to discuss the grant proposal.

b) Sudbury Historical Society Request: Lily sent a letter to the Society explain the Trustees' position.

4. Old Business:

5. New Business:

6. Adjournment: