

Goodnow Library

Board of Trustees

Tuesday March 1, 2011

Goodnow Library, Conference Room

7:30 p.m.

Minutes

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

1. Call to Order and Minutes: the meeting was called to order at 7:37. The February minutes were approved. (P. Cullinane/J. Browne)

2. Financial Report February: spending patterns are reasonable. Staff has picked up the pace in terms of spending under the Library Materials budget. 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. As part of the change the charge to the public for photocopies will be reduced to ten cents and the charge for prints will be raised to ten cents.

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 a Disaster Plan for Goodnow. He hopes to have a good portion of it completed, if not all, by the time he leaves. It is a document that needs to be updated and re-evaluated regularly. Part of the plan calls for setting priorities in terms of collections at risk. The Trustees will need to review the draft and approve the plan.

b) Sudbury Archives: the final report on the current project will be submitted to the Sudbury Foundation by early March. The plan is to send the next proposal to the Sudbury Foundation before Bill leaves. 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) Orientation for New Director: Bill and Esme will overlap for three days (3/14-3/16). Bill will be putting files together for her. So as to eliminate any confusion or awkwardness, the trustees decided to designate Bill as the acting director during the three days that he and Esme overlapped. (B. Iuliano/B. Pryor)

3. Trustees Report:

a) Goodnow Foundation: Barbara will be meeting with a potential member of the Board of Directors within the next week and will report back to the trustees at the next meeting. Jill and Barbara have gotten additional the names of people to consider for the Board of Directors. They will be working through the process of following up on these suggestions. 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 to explain the Trustees' position regarding the Hattie Goodnow album and the Vincent Collection. It states that the album will be returned. A letter acknowledging the receipt is required for the Library's records. It goes on to say that the Vincent collection will remain the property of the Library. The Library welcomes opportunities to work with the historical Society and is willing to loan items in our collection to the Historical Society for specific exhibits and events.

4. Old Business:

5. New Business: Phyllis mentioned that the trustees' information on the Library's web site needs to be updated. Bill will speak with Karen Tobin. Just before the meeting ended the trustees and Bill formed a mutual admiration society. The trustees thanked Bill for his efforts on behalf of the Library and community. Bill expressed his appreciation for the wonderful support and guidance that the trustees provided.

6. Adjournment: the meeting adjourned at 8:45 PM. B. Iuliano/C. Hull