

**Goodwin Library Trustees  
Meeting Minutes  
March 10, 2015**

**Present:**

Claire Carlson  
Alison Donta-Venman  
Jo-Ann Konieczny, Vice-chair  
David Moskin  
Caryn Perley  
Patrick Borezo, Library director  
Maureen Jacque, candidate for vacant Trustee position  
Alan Weinberg, candidate for vacant Trustee position

**Meeting called to order:** 7:02 PM

**Approval of minutes:** Minutes from February 10, 2015 approved with no changes.

**Director's Report:** Circulation is up 20% over February 2014.

Staffing hire is Julie Bomba, formerly a library volunteer, to the position of Circulation Assistant. Her first day will be Thursday, March 12.

Sold out beer tasting event raised approximately \$525. Valley Malt talk has been scheduled for March 26 at 7PM as the first in a planned series of presentations on small business in the Pioneer Valley.

Donations in memory of Florence Russell \$1,140 in donations received in memory of Florence Russell. Ideally, it will be used to purchase something for the library that will carry a plaque in her name.

The Friends of the Library have been approved for a donation of 6 refurbished laptops. Computers were shipped 3/9.

Gary Berg continues to communicate with Rivet Roofing regarding the Snow Guards and hopes to have an estimate for what he believes is needed within the month. Rivet visited again 3/10 to look at the roof. Ideally there will be an estimate soon. Gary does not recommend scaffold as a temporary solution.

Summer Reading Tentative Schedule of Events Wed. 6/24 Kick Off : Old Time Country Fair (outdoor games, activities, and food) Wed. 7/8 Gnome & Fairy Houses Wed. 7/15 Recycle Fashion Show and Open Mic Wed. 7/22 Minute-to-win-it games Wed. 7/29 Heroes of Hadley Mon. 8/24 Finale: Paintbox Theater Additional YA programs to be determined.

Woven Word Writing Workshop Lynn Bowmaster has offered to lead another writers' workshop for all ages this spring. The six week series is scheduled for Monday evenings from April 6 – May 18.

Volunteers Contributed approximately 45 hours in February.

Budget for current year is on-track but it looks as if we might end the year under-spent on salary. Given that we had some vacancies longer than we anticipated, this is not unexpected. Could hire for a specific project at the end of the fiscal year and/or give the balance back to the town and explain that it is only due to the vacancies.

#### **Old Business:**

- **Circulation Desk update:** Noel Kurtz said that \$1,000 would not cover a re-designed desk; it would be more like \$1,500. Discussion of whether or not to spend that money for a re-design when we have already paid for the first design. Perhaps consider a modular unit instead at this point. We want to make sure the wishes of the Nugent family would still be met if a modular were purchased.
- **Ceiling and Lighting project:** ceiling specs are done and lighting specs are done. Electrician said we would likely need an electrical engineer to complete the electrical specs. Tim Neyhart suggested that the soon-to-be-hired Municipal Building Consultant might be able to do the design. David Tudryn, the chair of the MBC, agreed that it would be an acceptable project for the Building Consultant to take on but he/she is not likely to be hired before April. Plan is to wait until that person has been hired and then ask them to do the electrical design work and help prepare the bid specs.
- **Shelving and flooring update:** waiting for a second bid on the basement flooring. Will wait on shelving until after the flooring is done. Shelving vendor provided estimates for both first floor and basement. First floor shelving was contingent upon circulation desk, but we could just to the basement shelving if the circulation desk doesn't move along. Ideally, the floor will be voted on at the April meeting. We should have a transitional plan in place—Patrick will take care of this in conjunction with the flooring contractors. Ideally, we will also be able to vote on the basement shelving in April.
- **Planning and Design report:** Alison reported on the Planning and Design effort. RFQ for the Owner's Project Manager has been completed and is in David Nixon's hands awaiting final approval before posting. Building Program is almost done and should be ready for the Trustees to review for their April meeting. Alison will give a brief update to the Select Board on March 11<sup>th</sup> after Patrick presents the Library budget.
- **Friends update:** Jo-Ann and Patrick went to their last meeting and presented the request for the outdoor sign and the folding chairs. The Friends decided not to vote on the items at that meeting but to wait until their March meeting. There was some concern that if they spend their money now, they won't have as much money available to spend on the new/renovated library.

#### **New Business:**

- **Library policies:**

- **Collection Development Policy Second reading.** Donation form needs to be added to the policy. Trustees voted to accept the Collection Development Policy as submitted by the Library Director.
- **Volunteer Policy First Reading:** very straightforward. Will be voted on at the April meeting. Suggestion to add “do you have any functional limitations to performing any of the volunteer duties?”
- **CPA funds:** Caryn went to the CPA meeting at the end of January. The \$423.20 left in the line item from the “optimizing library space” plan will be returned to the CPA.
- **Director’s Review plan:** Caryn and David meeting with Patrick for his four-month review. David and Caryn will come up with an evaluation form for the six month review. In June there will be the scheduled contract negotiation. Prior to that, Trustees should review the existing contract.
- **Trustee Position vacancies/Election:** Claire is resigning April 1<sup>st</sup> due to other volunteer responsibilities. Both Maureen and Alan are running for Noel’s vacant position. One will be elected and the other person can be appointed by the Trustees.
- **Trustees Long-term Planning chart:** Jo-Ann has been keeping the chart up-to-date. We have been good at filling up the next meeting but less good about more long-term planning.

**Action Plan:**

- Caryn will pass vendor information along to David
- David will set up appointments with furniture vendors in conjunction with Patrick
- Jo-Ann will contact Chet and let him know that we want the breakdown of the \$1,500 and timeline for delivery of the design.
- David will bring the cost of low-clearance ductwork to the Trustees in April.
- Jo-Ann will help draft a Director Evaluation form.

**Next Meeting:** April 14, 2015, 7:00PM at the Library.

**Meeting adjourned:** 8:57 PM

Minutes respectfully submitted,  
 Alison Donta-Venman  
 Secretary of the Trustees

**Votes**

- *Motion to solicit vendors to provide examples of possible circulations desks passed 4-1.*
- *Motion to ask Chet Abel to provide a specific breakdown of the \$1,500 circulation redesign cost and specific timeline for design delivery passed 4-1.*
- *Motion to adopt the Collection Policy as submitted by Library Director passed 5-0.*
- *Motion to return the remaining money in the line item allocated for the space optimization study back to the CPA passed 5-0.*