

**Goodwin Library Trustees  
Meeting Minutes  
April 14, 2015**

**Present:**

Claire Carlson  
Alison Donta-Venman (arrived 7:34PM)  
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:** 7:04 PM

**Approval of minutes:** Minutes from March 10, 2015 approved with minor changes.

**Director's Report:**

- March
  - open 26 days 142 hours
  - 1418 patron visits
  - Avg patrons 54.5 / day (57.1 in February)
  - Avg patrons 9.98/ hour (9.75 in February)
  - Total circulation down 6.9% over March 2014
  - 3,443 items circulated in March 2015

Director's Vacation April 20 – 24 Staff will be working some additional hours during the week for coverage and working on weeding projects in advance of the basement renovation. Brenda Lynch will be joining Luna to work on the weeding of juvenile nonfiction. Luna and Kelsey have scheduled several programs for children and teens for the vacation week.

State Aid Round 2 \$3,169.02 LIG MEG awarded 3.25.15 bringing total \$6,309.10 for FY15.

Funds in Memory of Florence Russell Total \$1,140. Funds will be deposited either in general gift fund or in a specific memorial fund if approved by the Board.

Planning & Design Request for Payment Rosemary Waltos of MBLC has asked that we submit paperwork for first two requests for P&D grant payments in the amounts of \$10K and \$30K respectively. Signed paperwork must be received by the end of April

Civil War Grant Rebound 9 vol. Photographic History of the Civil War set delivered 4.6 Bridgeport National Bindery. Invoice submitted for payment. Claire will forward the Hooker restoration information to Patrick.

Railings Attempted to contact John Mieczkowski, Jr. at number on last invoice to schedule completion of work. Phone number disconnected/not in phone book. Patrick will contact Connie Mieczkowski.

Expenditures of the budget line for gas is at 29%; electrical expenditures are at 79%.

Snow guard quote came in at \$5,350. Holding on that for now.

### **Old Business:**

- **Shelving and flooring update:** Tucker Interiors provided a quote of \$7,673.99 (from town allocated funds) to be paid for the removal of 2 shelves in the middle of the basement and replacement with 2 free-standing shelves on casters passed unanimously. Summerlin and Associate both gave quotes for VCT for the basement floor. Summerlin came in lower. Some discussion about the slope at the bottom of the stairs. The flooring just needs a one-week notice to get the job done. It will take 6-8 weeks to get the shelving in, so flooring should wait until the shelving gets done. Shelving could be here in early June.
- **Ceiling and Lighting project:** Caryn and Patrick met with Bernadette Danyliencko about the lighting plan she had done. She had originally done the plan based on the first possible location of the new circulation desk but will tweak the design based on the new location. Ideally, we will be able to turn these plans over to the soon-to-be-hired town Building Consultant who will be able to put together a full ceiling and lighting specification.
- **Circulation Desk update:** If we continue with the custom built desk, Chet Abel would charge \$1,500 for the new design. Jo-Ann reached out to Beth Brown to consult her about the potential switch to a vendor-provided circulation desk that could be moved if we ended up in a new building since the money for the circulation desk was coming from her sister—Kate Nugent’s—bequest. Instead, Beth is now interested in using Kate’s money (\$44,000) as seed money for the new Capital Campaign and Kate will be honored in the new/renovated library. Patrick and David talked with Tucker Interiors to explore the possibility of a pre-fab desk. The staff figured out how much space in the northeast corner of the main room would be needed for a circulation desk. Patrick sent the tentative design to Tucker Interiors who gave a quote of ~\$6,000 for the desk components.
- **Planning and Design report:** Jo-Ann discussed the draft Building Program. Trustees will vote on the Building Program at their May meeting. Waiting for applications for the Owner’s Project Manager position to come in—deadline April 17<sup>th</sup>. Then the Committee will start reviewing applications and scoring them based on the rubric that was developed at the last meeting. Patrick and Jo-Ann are putting the finishing touches on the Building Program and the final version will be made available at town Meeting.
- **Friends update:** Friends have not met since our last meeting; they are meeting tomorrow at the library at 6:30. Caryn will attend.

### **New Business:**

- **Library policies:**
  - **Volunteer Policy Second Reading:** approved unanimously.

- **Director's Review plan & Contract sub-committee:** Caryn and David met with Patick for his four month review. Once it has been OK'd by Patrick, that review will be distributed to the Trustees for their information. They will meet with him in early May for the 6-month review and will discuss with the Trustees at their May meeting. An annual review form needs to be created from the original job description. Jo-Ann will do that. Contract negotiations will occur in June. If the annual review will be used as the basis for determining the annual raise, that needs to be included in the next contract.
- **By-laws:** Caryn will change the by-laws to reflect the addition of the contract for the Director and bring the amended bylaws to the meeting in May for Trustee vote.
- **Capital sub-committee:** Jo-Ann has requested the addition of this sub-committee so we can get a better idea of all the funds we have available and what the priorities for spending should be for the next year.
- **Trustees Long-term Planning chart:** Jo-Ann is keeping track of the chart. May will be the meeting focused on the Board—by-law review, elections, sub-committee assignments.
- **Capital Campaign Committee:** starting up for fundraising for the Library of the Future. Will be accepting donations through the Friends. Jo-Ann is the Trustee Liaison and Robie Grant is the Friends Liaison. They will be looking for committee members, specifically someone with PR experience, someone who can write grants, a member who can do events, a member who can do individual giving (and possibly another to focus on corporate giving) plus the Trustee and Friends representatives. Kickoff wine tasting in June with the possibility of an Oktoberfest in the fall. A formal announcement will be forthcoming.

**Action Plan:**

- Patrick will follow up with Summerlin about the flooring.
- Patrick will follow up with Bernadette to finalize the new location of the circulation desk.
- Jo-Ann will send a confirming note to Beth Brown letting her know that the Trustees approved the use of Kate Nugent's gift as seed money for the Capital Campaign.
- David and Patrick will meet with Tucker Interiors about the circulation desk.
- Caryn will attend the Friends meeting.
- Trustees need to review Patrick's original contract before the next meeting
- Jo-Ann will turn Patrick's job description into an annual review form to be scored by Trustees.

**Next Meeting:** May 12, 2015, 7:00PM at the Library.

**Meeting adjourned:** 8:55PM

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

**Votes**

- *Motion to authorize \$7,673.99 (from town allocated funds) to be paid to Tucker Interiors for the removal of 2 shelves in the middle of the basement and replacement with 2 free-standing shelves on casters passed unanimously.*

- *Motion to authorize up to \$11,000 for Summerlin for the basement floor, to be paid out of LigMeg funds approved unanimously.*
- *Motion to approve Kate Nugent's family's request that Kate Nugent's gift be used as seed funds for the Capital Campaign approved unanimously.*
- *Motion to approve the Volunteer Policy as written approved unanimously.*