

**Goodwin Library Trustee
Meeting Minutes
August 11, 2015**

Present:

Jo-Ann Konieczny, Chair
Caryn Perley
Maureen Jacque
Alan Weinberg
Patrick Borezo, Library Director

Meeting called to order: 7:00 p.m.

Approval of minutes: Approval of Minutes of July 21, 2015 meeting was tabled due to lack of quorum of attendees of that meeting.

DIRECTOR'S REPORT

July circulation was up 1.64% over previous July with a total circulation of 4,219 items; the library was open 26 days, with an average of 75 patrons per day.

The library expended a total of \$13,573 in July.

A revised job posting for the vacant Young Adult Coordinator position will be advertised next week.

Coding Club/Summer Programming has been successfully completed except for a final Summer Reading program.

Railings Update: Amherst Welding will be completing the railing work in this month or the next.

A gift in the amount of \$50 in memory of Florence Russell was received and will be deposited in the Goodwin gift account.

Department/SWOT analysis has been completed and submitted to David Nixon, as well as the updated 5 year capital plan.

Snow Fence/Article for October Town Meeting. An article for funding of the snow guard/fence will be included on warrant for Town Meeting. Caryn will informally check with CPA committee to see if this work, as well as restoration of the brick walk might be eligible for CPA funding.

Outdoor Sign: Director will begin working on possible design for new outdoor sign with section for changeable messages.

OLD BUSINESS:

Planning & Design. Interviews with five candidates for architect services will be conducted on August 17 and 18th, with a selection vote expected on the 18th.

Capital Campaign: The capital campaign subcommittee met with Community Foundation of Western Massachusetts. Community Foundation is a non-profit money management/investment organization experienced in public capital campaign and with good contacts with potential large donors. A follow-up meeting and presentation to the Friends will be scheduled in September. In addition, Jo-Ann and Patrick plan to meet with the town treasurer before the next Trustee meeting to obtain current information of overall library budget and funding, including amounts in various trust fund and grant accounts.

Ceiling and Lighting project: Primary issue at the present is whether or not the library can use the services/expertise of the Town Building Committee's consultant for preparation of scope of work/bid package. Trustees have funds to pay the consultant, if necessary. Caryn has not yet received word from the Building Committee. If a negative response is received, the trustees would consider using D.A. Sullivan.

Volunteer Appreciation Event: Volunteers have been invited and the word has been put forth through the Friends for the ice cream social on 8/21 from 5 to 7:30 p.m.

Long Range Plan: MBLC requires the library long range plan to be updated periodically to qualify for planning and construction grants. The current long range plan runs through 2020 and an action plan for 2017 is due on December 1, 2015.

Mountain Breeze Painting: It appears that the Select Board did not formally approve giving custody of the painting to the Historical Society, but did informally acquiesce to the Society removing the painting from the library at the same time that the Society moved their collection to their current location. Alan will informally check with the Society to determine the current status/location of the painting before the trustees decide on any further action.

PR/Outreach: Jo-Ann distributed a revised matrix of planned/scheduled trustee and subcommittee activities through June 2016, including a schedule for public planning and design meetings/forums and an objective for having at least two meetings per month with outside groups to provide information about and solicit support for the library's building planning and design efforts. Jo-Ann also distributed the first cut of a one page "10 Ways You Can Help the Goodwin Memorial Library."

Director Contract Issue/Modification: The trustees reviewed and approved a proposed Memorandum of Agreement with the Director to provide for provision of six days of vacation for the remaining calendar year. The MOA language was suggested by Joan Zuzgo of the Treasurers's office to correct an apparent discrepancy between the current contract and the provisions of the Town Personnel Handbook with regard to accrual of vacation leave.

NEW BUSINESS:

ARIS Update: The MBLC requires an Annual Report Information Survey from the library to maintain eligibility for state funding assistance. Reporting on the library activities, programs and use is due at the end of August, to be followed a report on library finances.

Fall Festival: The date of the Congregational Church's Fall Festival/Tag Sale may be October 24th, rather than October 17th. The Friends are planning to hold a PumpkinFest at Goodwin on whatever date the Church Festival is held.

Garden Tour: The Friends Library Garden committee has begun planning a Hadley Garden tour for the benefit of the Goodwin for July 2016.

Website: Some ideas for improving the library website were discussed, including use of wordpress.

Action Items

Caryn will continue to reach out to the Town Building Committee to get approval for use of the Committee's consultant for scoping of electrical/lighting work.

Caryn will check with CPA committee about possible use of CPA funds for roof snow guard and brick walk work.

Alan will check with Historical Society about status of Mountain Breeze painting.

Jo-Ann and Patrick will meet with the Town Treasurer to obtain current information on library grant and trust fund accounts.

Votes:

Motion to approve Memorandum of Agreement with the Library Director for vacation day accrual for the remainder of the calendar year 2015 was approved unanimously.

Meeting adjourned: 9:15 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees