

**Goodwin Library Trustees**  
**Meeting Minutes**  
**February 11, 2014**

**Present:**

Jane Babcock, Library Director  
Noel Kurtz  
Claire Carleson  
Alison Donta-Venman  
David Moskin  
Jo-Ann Konieczny, Co-chair  
Caryn Perley, Co-chair

**Meeting called to order:** 7:05PM

**Minutes** from January 15<sup>th</sup> approved with one minor change.

**Review of Last Month's Action Plan:**

- Circulation update: Noel presented new drawings to scale. Slight modifications from version last month. The back portion of the desk will no longer be a public pass-through but will instead have swinging doors on either side so staff can enter the circulation area from both sides. The corner toward the Rt 9 door will now be slanted. Noel and David will work with the person who would create a technical drawing which could be used to be put out for bid for the work.
- Draft Bylaw Review and Vote: All changes discussed last meeting were made with the exception of the wording around the possibility of having a contract for the Director. Jo-Ann did some research on Director contracts and it is a complicated issue which would involve talking with others from the Town as well. Motion to approve the Revised Bylaws passed unanimously. Next time Caryn will distribute the Collections Development Policy.
- Update on New Hours: People seem very happy with the new hours. There have been more children coming for the earlier story hour and Saturday mornings have been busy. Friends report that they got a lot of response from the public about the announcement that there would be new hours. Volunteers from the Friends are booked through July.
- Update from Personnel Subcommittee: Jane and Claire met to discuss what the Personnel Subcommittee might look like. The Subcommittee should only meet when there are two Trustees and one staff member present so there are three people to represent what was discussed. Ideally, this structure will provide a way for staff and the Director to address issues with which the Trustees might be able to help. The initial protocol, however, is that in the event of an issue, the staff member should go to Jane directly first and only when there is no resolution, the Personnel Subcommittee will get involved. Claire and David will attend the next staff meeting to introduce themselves and let the staff know about the policy of raising issues with the Trustees, if necessary.
- Update from CPA meeting: Noel, Jane, David, and Caryn were at the CPA meeting. They approved the lighting and ceiling project for \$85,000. There was some discussion about the matching funds for the design grant but it was also approved (\$25,000).

- Update from Building meeting: Jo-Ann, Caryn, Alison, and Claire were at the meeting. Everyone at the meeting was very positive about the library. Caryn shared which items from the building report the Trustees were going to address this year and mentioned that a few things will appear on the Town Warrant. The only real question that came up was whether the library was big enough and there was a discussion about the elevator.

**Director's Report:** In addition to the written report, Jane reported on a few new items for March: a Haiku workshop for teens and something from the bee keepers on Mt Warner. Jane and Jo-Ann went to the legislative breakfast. Information on how much it costs for libraries to purchase electronic books will be posted in the library for patron information/education. Caryn will guest-read for story hour on February 18<sup>th</sup>. Jane reviewed the Interim Employee Follow-up form she will be using for staff mid-year check-ins. The staff writes it up and then Jane uses the document as a basis for their meeting.

**Grant Discussion/Education for Trustees:** Jane prepared a summary of basics, pros, and cons of the MBLC Planning & Design Grant. Although Trustees are asking for a \$25,000 match from the town for the grant (which is up to \$50,000), if the study costs less, it will cost the town less than \$25,000.

**Director's Review for March:** forms for this year were distributed. By next month, Trustees need to read the forms and come prepared to discuss and vote on them at the March meeting.

**Friends Update:** the Friends are anxious about the Middle Street steps. The likelihood of getting them done this spring is slim because the Town doesn't have enough money and if the cost of the repairs comes to over \$10,000, it will need to go out to bid. The Town currently has \$8,000 (Caryn will confirm). David and Noel will work together to put together specs to put the stair repair out for bid.

**Update Monthly Calendar:** March is Director's Review, contract report for Bylaws, updates on steps and desk. April, prepare for Town Meeting. Volunteer Policy for March. Ideal timeframe for installation of new desk and the ceiling/lighting would be late August/early September.

**New Business:** Annual Report due February 28<sup>th</sup>.

Caryn and Jo-Ann will write the article for the Friends newsletter.

Caryn and Jo-Ann going to the Mother's Club meeting on February 26<sup>th</sup> to share what is happening at the library.

Select Board budget meeting is Wednesday February 19<sup>th</sup>.

Possibility of putting together a building subcommittee to help Noel with the desk and lighting projects; the subcommittee could include non-Trustees as well as Trustees. Will revisit this in April.

Caryn and Jo-Ann will write a letter to the Architectural Accessibility Board (AAB) sharing with them the plan of beginning to use the second floor of the library.

**Action Plan:**

- Noel and David solicit a technical drawing which can be used to be put out for bid for the work.
- David and Claire will attend the next staff meeting.
- Trustees will read the draft forms for the Director's evaluation and come prepared to discuss and vote on them at the March meeting.
- David and Noel will work together to put together specs to put the stair repair out for bid.
- Caryn will confirm the amount available from the Town for the stairs.
- Caryn and Jo-Ann will write a letter to the Architectural Accessibility Board (AAB) sharing with them the plan of beginning to use the second floor of the library.

**Next Meeting:** March 11<sup>th</sup> 7PM in the library.

**Meeting adjourned:** 9:11PM

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

Votes

- *Motion to approve the Bylaws as revised passed unanimously.*