

**Goodwin Library Trustees
Meeting Minutes
June 10, 2014**

Present:

Patrick Borezo, Librarian
Claire Carlson
Alison Donta-Venman
Jo-Ann Konieczny, Vice-chair
Noel Kurtz
David Moskin
Caryn Perley, Chair
David Nixon, Town Administrator

Meeting called to order: 6:15PM

Move to Executive Session for personnel discussion:

- Time in: 6:16PM

Voted to go into Executive Session passed 5-0:

Carlson— Yes
Donta-Venman—Yes
Konieczny—Yes
Kurtz—Not present
Moskin—yes
Perley—Yes

Discussion of personnel issue conducted during Executive Session. One item was moved and approved 6-0:

Carlson—Yes
Donta-Venman—Yes
Konieczny—Yes
Kurtz—Yes
Moskin—Yes
Perley—Yes

- *Motion to reconvene to Open Meeting passed 6-0:*

Carlson—Yes
Donta-Venman—Yes
Konieczny—Yes
Kurtz—Yes
Moskin—Yes
Perley—Yes

- Time reconvened to Open Meeting: 6:58PM

Minutes:

- Minutes from May 15, 2014 approved with no changes
- Minutes from May 27, 2014 approved with minor changes

Personnel: Trustees have accepted Director Babcock's retirement as of August 31st. Staff will be informed of Director Babcock's retirement at the staff meeting tomorrow.

Staff Report: things are running smoothly even though they are a little hectic because of Director Babcock's absence. No interruption in quality of service with a few small exceptions (i.e. local history and genealogy). Claire mentioned that Marla Miller, historian at UMass, is very familiar with the library's local history collection and she might be interested in coming in and helping staff learn some basics. Staff is working a few more hours each per week to keep things running. 1,400 patron visits (54 per open day, 9.6 per open month) over the past month, not including phone "visits." Staff is increasing the social media presence of the library and trying to post to Facebook every day.

Staff is concerned about the official library email address which is a yahoo address and only Director Babcock has access to it. Director Babcock will provide David Nixon with the necessary login information to access the account and the official library email addresses will be changed to a town account so this problem will not happen again.

Custodian locked herself and her keys in the library last week and now has a list of staff and Trustee phone numbers in case something like this happens again.

Review Last Meeting's Action Plan/Old Business:

- **Civil War Preservation Grant:** Claire got an email from Tom Geryk saying that the town got the grant to restore both the portrait of Hooker and the missing Civil War volumes. Trustees need to raise \$1,750 to match the grant. Jo-Ann will bring the idea of fundraising for this to the Friends.
- **Building & Design Grant:** Opportunity for staff and Trustees to attend a training session with Massachusetts Board of Library Commission for grant recipients on either June 24th 10-3 at Leominster or June 25th at Westwood public library. Caryn, at least, will represent the library. The opportunity will be presented to the staff at the staff meeting tomorrow. Trustees agreed that one staff member could be paid to attend the event.
- **Driveway Direction Proposal:** approved by the Select Board. It will be one way from the Library through to the Senior Center. Library parking lines will be slanted to facilitate parking and also remind patrons. It is on Gary Berg's work order list.
- **Year End Budget:** last meeting Trustees voted to move \$1,000 from operating budget into salary budget to cover extra hours. Now it looks as it we will have up to \$1,500 in the operating budget. Trustees authorized Caryn to request a transfer up to \$1,500 to the salary line at the Select Board meeting on June 18th.
- **Technology:** idea of a "project center" at the library that might have a scanner and other technological requirements (printer, dedicated computer). Need to replace 9 public and staff

computers. Should we be using laptops instead of desktops? They are not as durable but it would be nice to have a few at least. David will ask Hank Allen if the library should move to a server instead of stand-alone desktops. In the future, the library really needs a replacement plan so there are a few replaced annually. The desktops and necessary should be replaced relatively soon and the rest of the \$10,000 should be saved to further develop the project center idea.

- **Summer Reading Update:** Summer reading kick-off is Wednesday June 25th. Patrick and Luna are taking the brochure to the elementary school. Staff is also still working with local businesses to get additional prizes.
- **Volunteers :** staff has looked at the draft volunteer policy. Patrick is researching volunteer policies from other libraries. Volunteers have been working on Mondays and Saturdays. Most are working out, some require a lot of supervision. Patrick shared a draft volunteer schedule listing what hours volunteers would be useful and what tasks could be tackled during each of those time periods.
- **Renovation Subcommittee:** would like a Trustee liaison for each area of renovation. Asked Trustees to take home list of upcoming asks and be willing to take on a few of the tasks. Will discuss at the July meeting.
- **Circulation Desk:** final drawings from Chet Abel. Thursday Noel and Chet are going to Bradford woodworking to get a quote. Chet is still working on the scope of work.
- **Stairs:** best case scenario has occurred; stairs are almost done and will probably only cost between \$10,000 and \$14,000. John Mieczkowski will meet with Noel about doing the railings. Noel is hopeful that we could get both the steps and the railings done for the budgeted \$20,000. Noel has talked with Deb Windoloski about the Friends' garden plans about the possibility of adding a walkway between the parking lot and the new steps because there is a possibility that we may open both entrances. Noel would also like a fence with a lockable gate between the parking lot and the new garden. It is possible that we could get a donation from Hastie fence and/or the Friends may pay for it as part of the garden project.

New Business:

- **Friends' Update:** Friends are having a wine-tasting on Friday July 25th 6:30-8. David Moskin is looking into music. Tickets would be between \$5-\$10. Only 50 tickets available. Local wines from Mt Warner Winery. Going before the Select Board on June 18th to request the permit. Friends are very excited about the

Action Plan:

- Claire will put Patrick in contact with Marla Miller, historian at UMass, in hopes that she might be willing to come in and teach the staff some basics about the library's local history collection.
- Jo-Ann will bring the idea of fundraising to raise the \$1,750 for the Civil War Grant to the Friends.
- Caryn will request transfer of funds from the operating budget to the salary budget at the June 18th Select Board.
- David to work with Patrick and Hank Allen to spend up to \$7,000 to replace as many computers as possible.
- Jo-Ann will go before the Select Board on June 18th to request the permit for the wine tasting.

Next Meeting: July ??? 7:00PM in the library. Jo-Ann will send a Doodle poll

Meeting adjourned: 8:53PM

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

Votes

- *Motion to move to Executive Session for contract negotiations passed 6-0.*
 - Carlson—yes
 - Donta-Venman—yes
 - Konieczny—yes
 - Kurtz—Not present
 - Moskin—yes
 - Perley—yes
- *Motion to authorize Caryn to request that up to \$1,500 transferred from the operating budget to the salary budget passed unanimously.*
- *Motion to authorize David to work with Patrick and Hank Allen to spend up to \$7,000 to replace as many computers as possible passed 5-0-1 (abstain).*
- *Motion to authorize Jo-Ann to go before the Select Board to request a liquor permit for the wine tasting on July 25th.*