

**Goodwin Library Trustees  
Meeting Minutes  
July 7, 2014**

**Present:**

Alison Donta-Venman  
Jo-Ann Konieczny, Vice-chair  
David Moskin  
Caryn Perley, Chair  
Patrick Borezo, Senior Librarian

**Meeting called to order:** 7:00 PM

**Minutes:** Minutes from June 26, 2014 approved with no changes.

**Discussion of job description/Director Search:** Caryn will chair the search Subcommittee. The Subcommittee will review the thoughts of the Trustees about the job description, salary, package, and bring a draft of the job description back to the Trustees.

**Updates on Facilities work:** Trustees need to complete the layout of the first floor so the lighting layout can be done. Noel suggested having a meeting the week of the 14<sup>th</sup> to accomplish this. Removing the knob and tube wiring in the ceiling will be easier than expected. Trustees had a discussion of historically appropriate lighting. Maybe flexibility can come from moveable lamps. We need uniform lighting. Noel is looking for a contractor to replace the ceiling, to be coordinated with the electrician and possibly the shelving installation.

**Library Report from Staff:** Open 25 days (135 hours) 1,610 patron visits, 12/hour, up from 9.5/hour last month. Patrick will look for the 2013 staff numbers and also provide the 2014 numbers to Alison for entry into the patron tracking spreadsheet. Once the data are entered, Patrick can review and decide whether using the spreadsheet would make things more efficient for staff. If so, Alison can come walk the staff through the process.

Patrick has assumed the Senior Librarian title.

There are 95 kids signed up for summer reading. The elementary school visits were very effective in getting the kids in to sign up. More coordination with the schools is needed around the reading lists. 105 people attended the kickoff event.

Staff has been cleaning the basement hallway. Some question about what to do with a bunch of the old books. With some of the newer discarded books, the staff has been putting the easel bookcase outside with the books on them for sale and a note about the wine tasting. They will continue to do this on good weather days.

**Old Business:**

- **Garden:** Noel met with Debbie Windoloski and laid out the brick walkway. Gary Berg is going to have the DPW do the site work. Checking into bricks, labor, and money for the project.
- **Computers:** will update 6 computers and wait to update the computers on the second floor and in the basement. Will also hold off on the laptop. David will look into whether or not we can give the old computers away or, if not, what is the most efficient way to get rid of them.
- **Civil War Grant:** no update from Claire. We have not yet found the missing Civil War volumes.
- **Local history training:** Marla Miller is willing to come do some local history training with staff at a staff meeting or other convenient time.
- **Year-end-budget:** Caryn will have the year-end budget numbers by the end of the week and can email the details to the Trustees. We have previously voted to approve the use of Lig-Meg funds to cover whatever is not paid for through the operating budget. The five-year budget is due to the town by the end of July. Caryn will follow up and get the budget subcommittee together to come up with the proposal.

#### **New Business:**

- **Planning and Design Grant:** Alison will take the lead on this. Caryn confirmed with the MBLC that we do not have to have a permanent Director in order to proceed with the grant. Jo-Ann has volunteered to be the second Trustee on the Committee. Alison will touch base with Granby about their process and once she has done that, she will rewrite the announcement soliciting Committee members and then ask the Town to post it.
- **Library email address:** the town set up a new email address for the library: [goodwinlibrary@hadley.ma.org](mailto:goodwinlibrary@hadley.ma.org) It is \$8/month for the town to have it so we will be getting a monthly bill for this. Patrick will work to transition the library web site and all printed materials to include the new web site.
- **Volunteer policy:** Patrick sent a draft to Jo-Ann. The staff now has a volunteer log to keep track of hours worked. Jo-Ann will look the draft over and distribute it for the Trustees to vote on at the next meeting.

#### **Action Plan:**

- Jo-Ann will email Claire and let her know that she can schedule a training session for the staff and Marla Miller.
- Jo-Ann will be in touch with the Historical Society to get good contact information for them so that staff has it.
- Jo-Ann will send Patrick the information about the new email address
- Caryn will work with the staff to come up with a preliminary floor plan for the first floor
- Patrick will get patron numbers to Alison for entry in the tracking spreadsheet
- Caryn will contact Duncan about the library sign. Now that it is the new fiscal year, there is money in the budget to pay for it.
- Alison will email Peg and find out if the Town has a form for volunteers to Committees like the Planning and Design Committee
- Alison will finalize the announcement for Planning and Design Committee members and have it posted on the town web site.

**Next Meeting:** July 22, 2014 7PM at the Library

**Meeting adjourned:** 9:07 PM  
Minutes respectfully submitted,  
Alison Donta-Venman  
Secretary of the Trustees

**Votes**

- *Motion to use the training budget to pay the staff to attend a local history training session with Marla Miller approved unanimously.*