

Goodwin Library Trustees
Meeting Minutes
January 8, 2013

Present:

Jane Babcock, Library Director
Beth Brown
Alison Donta-Venman
Jo-Ann Konieczny, Co-chair
Noel Kurtz
Caryn Perley, Co-chair

Meeting called to order: 7:05PM

Minutes from December 4, 2012 were approved with minor changes.

Directors' Report: The Jones Library approved the request for us to receive their old computers (which they are replacing). We hope this will allow us to go a few more years without having to purchase new computers. Jane continues to get estimates and designs for the circulation desk area. W.B. Mason brought in a floor plan and left a catalog. Jane has asked them to redo the plan to more closely reflect what we are looking for.

Snow issue: we have had to use cones to direct people away from snowfall areas after the past two storms due to snow on the roof. The ramp was blocked off at one point. Right now, there is no good alternate entrance. Perhaps we could shovel a path through the snow area to point people to the front door? The snow is catching on the snow guards and hanging over. Patrick tried clearing it with a roof rake after the first snowfall but it isn't a permanent solution. Noel wondered if we moved the snow trace from the gutter to the roof itself would that help melt the snow. Caryn is planning on going to the next CPA meeting to ask them if a snow trace/fence would qualify for CPA funds.

December 19, 2012 Select Board meeting: Regarding the ADA code issue (i.e. is this a change of use), we will check with Ed to confirm the results of his research on this issue. To address a concern, we need to provide the Select Board with the information from the Library Commission which states that we are ineligible to apply for grants before we own the building completely. Jane will check to see if she still has a memo from Rosemary stating this.

Library Space Re-configuration status: the bookcase has already been moved up.

Next steps:

- Get lock changed and rekey all three external doors and internal basement. (Caryn)
- Have upstairs floors cleaned (Jane)
- File cabinets and large table moved upstairs (Gary)
- Provide list of tasks to be done to pack up and move directors'/administrators files/etc (Jane)
- Look at possible desk available at the Senior Center (Jane)
- Schedule meeting with Ellie to learn more about what the Historical Society has planned (Caryn)
- Renovation subcommittee will meet to discuss plans (Caryn)

Insulation Project Update: There will be no insulation until the ceiling is replaced. We return the insulation money to the CPA. We still need an estimate for a wiring in the ceiling before we go to the CPA. Noel to go with Caryn to the CPA meeting. We should schedule the furnace for September no matter what. Jane will contact Ms. Parsons to see what sort of discount we would still be eligible for without the insulation.

Capital Expenditures Update: Jane explained how some of the capital expenditure items appear in one place in the budget because of how money for them were allocated.

FY2014 Budget Process: Noel, Jane, Jo-Ann, and Caryn will meet to discuss the budget. Meeting will be posted for Monday January 14th at 12:30PM.

Programming Update: Nicole Blum Improv Sewing was well-attended (~10 people). Holiday Open House was also well-attended. Will discuss summer programming in February. Caryn will send thank you notes to Friends and to the Knitters. Caryn can do a story hour on Tuesday February 19th.

Annual Town Report: Jo-Ann has draft of Town Report. She read through draft topics for our endorsement. She and Caryn will complete the Report and submit it.

Five-Year Plan: Jane will find out if we need a subcommittee of a few Trustees and a few Friends to brainstorm some ideas for the next Five Year Plan. We need to try to vision what libraries might be in the next five years. Jo-Ann will let the Friends know that this is coming and she hopes they will be willing to participate.

New Business: Caryn's and Jo-Ann's positions are up for re-election and Alison needs to run since she was appointed. Papers need to be filed by February 14, 2013. Beth doesn't plan to run again so we will need yet another candidate as well. She recommends that when looking for a replacement, we look for someone who knows something about construction since that is what we are working on right now and who would be a help to Noel. Claire will be coming back for the February meeting.

Warrant Articles need to be ready by our February meeting; they are due February 20, 2013.

Action Plan: Discussed previously under Library Space Reconfiguration.

Next meeting: February 5, 2013, 7PM, Goodwin

Meeting adjourned: 8:57PM

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

Votes

None