

Goodwin Library Trustees
Meeting Minutes
April 3, 2013

Present:

Susan Sheridan, member of the public
Beth Brown
Alison Donta-Venman
Caryn Perley, Co-chair
Jo-Ann Konieczny, Co-chair
Noel Kurtz
Visiting for one item—Patrick Borezo

Meeting called to order: 7:05PM

Farewell: The Board recognized Beth Brown's service to the Board and bid her a fond farewell. This is her last meeting as a Trustee.

Next meeting time/day discussion: Next meeting will be May 1st, 7PM. Once we have the newly elected members, we will set a permanent time/day for meetings.

Minutes from March 5, 2013 approved with slight revisions.

Renovation Committee: Scheduled meeting was cancelled due to Jane's injuries. We have gotten two bids for the circulation area. Discussion about bringing in a designer or architect to manage this project, take the bids and act like the general contractor. This would also free Jane up from this work. Caryn will contact Lorin Starr who did work for the Sunderland Library to see if she is interested and/or if she knows someone else who might be interested. We have already had a consultation with Chet Abel. Beth will be involved in the selection process.

Certificate of Occupancy: Jo-Ann emailed Tim Neyhart and then ran into him. There still is no Certificate of Occupancy but he told Jo-Ann not to worry about it—it is in process.

Library Services in Absence of Director: Still have no clear update on when Jane might be able to return to work. Patrick reported on day-to-day operations which seem to be going smoothly with the possible exception of requests for help on detailed local history/genealogy which they have been referring to the Historical Society. Staff behind on ordering, cataloging, supply ordering, and weeding/discarding. Not a big deal now but if the situation goes on for a while, it will become a problem. The Board is in support of Jo-Ann and Caryn working with Patrick to determine whether extra staff hours are needed and, if necessary, use any surplus salary budget to fund the hours and, if it comes to it, to go to the Town to request movement from other funds to salary line in order to maintain the day-to-day operations. Caryn will explore how much money is left in the salary line to determine whether we will need to approach the Finance Committee about the potential for moving money from another line.

Historical Society: They are taking the collection slowly but surely to their house. There is an excitement about the collection in its new home. They weren't interested in collaborating with the Preservation Grant so the Library will be writing the proposal alone. It is due Tuesday April 9, 2013 and is mostly done but since Jane is unavailable, it isn't clear whether it will get done. The Board agreed to table the grant proposal and instead pursue it next year. The Historical Society is having a program about the Angel of Hadley and the Board would like to see the Library support this effort by pulling books, etc. which are relevant and creating a display.

Artist in Residence: Diane Nevin Smith's work is on display for the month of April. Jo-Ann will reach out to the Gazette for advertising. Current hanging is twisting on their rods so future artists will be asked to be hung preferably on wire so the works lie flat. Debbie Windolowski coordinated this for the Library.

Programming: Gardening Program on April 24th 6:30PM.

SOAR visioning meeting: Jo-Ann will continue to advertise. Currently scheduled for April 22nd, 6:30 on the Goodwin. Mary King will be here.

Budget: Budget for next year reflects only 28 hours for Patrick. Would like to explore ways in which we could get Patrick up to 30 hours so he can be here for the 25 hours we are open plus the ½ hour before and after we are open. This is a difference of \$1,288 dollars. The Board explored ways to potentially cover this difference. Caryn will explore the options with the Finance Committee.

Furnace Update: Jane didn't pass along the information from the two bidders along to Noel before she was injured. Once Noel returns from vacation (in two weeks), he will review both bids and determine if we are ready to move forward. We will also make sure to touch base with Berkshire Gas again to make sure we can still take advantage of the rebates.

Review Director's Evaluation: Jo-Ann reported back that all Board members and staff turned in their evaluations of Jane. Rather than conduct the full review of the evaluations without Jane being present, the Board agreed to focus on the general themes which arose and try to formulate them into goals for the next year. The themes as they arose were:

- The need for regular staff meetings
- The need for regular feedback to employees
- Give staff opportunities to optimize strengths
- Use volunteers
- Disconnect between vision of the library Trustees and Jane's vision of the library
- Become more cognizant of boundaries and respectful of confidentiality and privacy issues
- Create closer connections with the schools and with the general community

At the next meeting (or whenever Jane is available), Jo-Ann will lead the group through the review of the evaluations. Then the Trustees will work with Jane to establish goals for the next year. Once the goals are established, Alison will lead the conversation about how we develop measurable outcomes and a reasonable timeline for evaluating each outcome.

New Business: none

Action Plan:

- Caryn will contact Lorin Starr to see if she is interested and/or if she knows someone else who might be interested in the designer/general contractor role.
- Jo-Ann will contact Jane and try to get an estimate of how long she will be unavailable to work.
- Caryn will meet with the Finance Committee about both the short-term salary situation for coverage and about possibilities for keeping Patrick at 30 hours in next year's budget.
- Caryn will continue to help the staff with payroll and bills
- Jo-Ann will continue to reach out to advertise the visioning exercise for the long-range planning.
- Noel will review both bids and determine if we are ready to move forward.

Next meeting: Wednesday May 1, 2013 7PM location TBD

Meeting adjourned: 9:18 PM

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

Votes

None