

**Goodwin Library Trustees  
Meeting Minutes  
May 8, 2013**

**Present:**

David Moskin  
Alison Donta-Venman  
Caryn Perley, Co-chair  
Jo-Ann Konieczny, Co-chair  
Noel Kurtz  
Jane Babcock, Library Director  
Patrick Borezo, library staff

**Meeting called to order:** 7:06PM

**Next meeting time/day discussion:** Next meeting will be June 4<sup>th</sup> 6:30PM.

**Minutes** from April 3<sup>rd</sup> approved with no changes. Minutes from April 22<sup>nd</sup> approved with one small change.

**Election of officers:** Motion to elect the current slate of officers (Jo-Ann Konieczny and Caryn Perley as co-chairs and Alison Donta-Venman as secretary) passed unanimously with little discussion.

**Director's Report:** In addition to the printed report, Jane updated everyone on the installation of the second floor AC unit due to be installed on May 17<sup>th</sup>.

**Furnace and Renovation:** We need a standardized spec sheet to go out to bid so we can directly compare estimates. Noel will create this standard spec sheet and get additional quotes. He will also work with Jane on getting the gas line installed. MBLC specialist will come visit and give thoughts about space and design.

**Certificate of Occupancy:** Noel will ask Tim Neyhart for an update on this.

**Friends Book Sale:** Jane will want a few hours to scan the titles to figure out what needs to be deleted from the catalog. Hope to remove the bookcases from North Hadley Hall the week following the book sale.

**Summer Reading Program:** Outlined in Director's Report. Opening June 26<sup>th</sup>. Jo-Ann is working with Mr. Udall at Hadley Elementary to make connections between the school and the reading program. He will announce the program in school in June and in September will announce the readers during school hours.

**Website Posting:** Some desire to post meeting minutes/agendas on the web site. Also desire to distribute approved minutes directly to the Select Board. Alison will talk with Peg Jeckanowski regarding the best way to accomplish both goals.

**Budget:** Jane and Caryn will work together to move forward with year-end purchases. For FY14 we have budgeted for 28 hours of Patrick's time but we have enough for him to work 30 hours since we always have extra in the salary line due to unpaid vacation days taken by Sue and Luna. If this approach does not cover the extra hours by the Fall, we can potentially go before Town Meeting to request an increase to cover those extra hours through the end of the FY.

**Long-range planning SOAR visioning meeting:** Alison will distribute notes from first meeting to all participants; Jo-Ann and Jane to provide email addresses. Next meeting set for May 20<sup>th</sup> at 6:30 in the library.

**Jane's working hours:** Jane would like to be able to work additional hours when the library is not open in order to get some work done. She reports that when she asked David Nixon for the clearance to work in the library alone, he said he was "uncomfortable" due to her continuing recovery from her injury. Caryn will follow up with David for clarification and report back to Jane and the Trustees regarding when Jane can work alone in the building.

**Review Director's Evaluation:** Reviewed summary of evaluations done by Trustees and by staff. Jane presented a narrative of her own review of "goals" from prior year. Since her standardized self-evaluation was not done, the rest of the discussion was tabled until the June 4<sup>th</sup> meeting. By then Jane will also have completed the standardized evaluations of all staff members since she was unable to complete them before the May 8<sup>th</sup> meeting date. General agreement that evaluation forms to be used in the future by all parties need to be standardized and used in order to provide the best possible comparative reviews. General agreement that goals need to be clearly-stated and revisited during all reviews and that evaluations need to be done not only with respect to annual goals but also on general daily operation of the library and overall job duties.

**Volunteer Opportunities:** Discussion tabled until completion of Director's Evaluation and setting of goals at June 4<sup>th</sup> meeting.

**New Business:** none

**Action Plan:**

- Noel will create a standard spec sheet for furnace estimates and get additional quotes
- Noel will ask Tim Neyhart for an update on the certificate of occupancy.
- Alison will talk with Peg Jeckanowski regarding the posting of minutes/agenda on-line and the distribution of approved minutes to the Select Board.
- Caryn and Jane will work together in making year-end purchases.
- Alison will distribute notes from first long-range meeting to all participants; Jo-Ann and Jane to provide email addresses.
- Caryn will follow up with David Nixon regarding Jane's ability to work alone in the library.
- Jane will complete standardized self-evaluation using the approved forms.
- Jane will complete all staff evaluations.

**Next meeting:** Tuesday June 4, 2013 6:30PM in the library

**Meeting adjourned:** 10:07 PM

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

**Votes**

- *Motion to elect the current slate of officers (Jo-Ann Konieczny and Caryn Perley as co-chairs and Alison Donta-Venman as secretary) passed unanimously.*
- *Motion to authorize Caryn Perley to act on behalf of the Trustees to work with Jane to authorize year-end purchases passed unanimously.*