

**Goodwin Library Trustees**  
**Meeting Minutes**  
**June 4, 2013**

**Present:**

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

**Meeting called to order:** 7:11 PM

**Minutes** from May 8th approved with no changes.

**Director's Report:** In addition to the written report, there is a volunteer weeding outside and the Jones computers are being installed now! Jane is now able to work alone in the building.

**FY13 year-end budget:** We are still under budget in the salary line, primarily due to the fact that the part-time employees don't get paid for their time off and it is hard to predict how much will be needed year-to-year. This will be given back to the town. We still have a few thousand left to spend in the operating budget before the end of the fiscal year. We have a detailed list and Caryn and Jane will work on prioritizing that list.

**Furnace and Certificate of Occupancy:** Got quote from Belanger Plumbing and Heating for \$8,900 which is for two side-by-side units. King's quote was for \$8,400. Noel is still waiting from quotes from two other companies. CPA funds will pay for Berkshire Gas line from the street to the building. No update on the CofO.

**Renovation Project Update:** Jane, Beth, and Caryn met with Lorin Starr who is a designer and has also done work for the Sunderland Library. She strongly recommended hiring an architect so we could do a scope of work for all three projects and think about what the next phase might be (elevator wing, town center design, etc). We might want to start asking around locally to see if we can find someone to do this for us and give us a break on cost. She recommended creating a building committee. She also recommended that we meet with Lauren Stara [really] from the Board of Library Commission to get ideas about the larger construction vision. Will all of this help us get a construction grant from the Commonwealth? If so, there would be a benefit of taking this route. We think we should talk with the group doing the town-wide building feasibility study to see if they can help us think through a longer-range vision for linking the Senior Center building and the Library through an elevator bump-out. Jane has the contact information for the DRA group. Caryn and Jo-Ann will draft a letter to the company doing the feasibility study (DRA), offering to share the building information we already have and asking them to meet with us.

**Friends Meeting and Book Sale:** Friends are breaking for the summer after one more meeting. June 15th is the book sale, 9-2 at North Hadley Hall. The books are all out and ready to go. Jane is meeting Minutes: June 4, 2013 2 Goodwin Library Board of Trustees with a dealer who may be interested in purchasing some subset of the books. After the sale, the shelves will be empty and available.

**North Hadley Hall:** Some controversy over our ability to use the North Hadley Hall shelves on our second floor. In addition, there would be a lot of work involved with moving the shelves (heavy, anchored to the wall, would have to cut them down and reconfigure, what would the walls look like, etc). We will confirm with Cathy Zatyryka that it is OK to leave the shelves there. Caryn will write the letter to Cathy.

**Website Posting:** Alison will start emailing the approved minutes to Peg for distribution to the Select Board. We will ask the company who designed our portion of the web site to add a button that says “Agendas and Minutes” and then ask Peg to post our agendas and approved minutes there. Alison will call Peg to put this in motion.

**Long-Range Planning Survey and Focus Groups:** Caryn interested in doing a focus group with teens, seniors, and also young families. Caryn will take the lead in advertising a focus group for young families. Jo-Ann will take the lead in getting teens to a focus group; Emily will be able run the focus groups. Jane will find a date that will work for Emily for the teens and send that along. Should we also have a focus group of School Committee, administration, and teachers to ask them what role they think the library should play for after school programming. Caryn will email David Nixon in the morning to ask if she can bring it forward as New Business at the Select Board meeting tomorrow. Draft survey created by Alison approved with minor changes. We will offer an incentive and ask for names/contact information if respondents want to be entered.

**Director’s Evaluation:** Jane reported on the staff evaluations. During a meeting she told the staff that she would give them the form and ask them to complete one for themselves. She has now received evaluations from all the staff members. Jane started a new form asking the staff to look at additional areas. One staff member has completed this. Jane met with the two staff members with whom she had not already met. Jane plans to talk with the staff about what the slate of problems they are facing and the jobs which need to get done and how the staff can work together as a team to find solutions to each problem. Trustees feel as if monthly staff meetings for at least the next three months are needed, even if it requires some of the part-time staff to come in for an hour or so (paid). We will schedule a separate meeting to set goals.

**New Business—Clair:** We would like information from Clair regarding whether she is still interested in serving as a Trustee. Jo-Ann will handle this.

**New Business—police incident:** There was never a response to Jo-Ann’s letter from the Select Board regarding the police incident. Trustees agreed that Jo-Ann should resend the letter and cc the Police Chief.

**Action Plan:**

- Noel will get two additional furnace quotes
- Noel will ask Tim Neyhart for an update on the certificate of occupancy.
- Caryn and Jo-Ann will draft a letter to the company doing the feasibility study (DRA), offering to share the building information we already have and asking them to meet with us.
- Caryn will write the letter to Cathy Zatyryka confirming that it is OK to leave the shelves there.
- Alison will call Peg to put into motion the steps necessary to get our meeting agendas and minutes posted on-line.
- Caryn will email David Nixon in the morning to ask if she can bring it forward as New Business at the Select Board meeting tomorrow.
- Caryn will email Trustees and Friends to see if we can fully staff the special election on June 25th
- Alison will finalize the paper version of the survey.
- Alison will determine how to administer the survey on-line and create the on-line version.
- Jo-Ann will call Clair to see if she is still interested in serving as a Trustee and, if so, is there something we can do to help accommodate that?

**Next meeting:** Wednesday June 19th 7PM.

**Meeting adjourned:** 9:50PM

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

**Votes**

*Motion to return any salary balance to the town at the end of the fiscal year passed unanimously.*