

**Goodwin Library Trustees
Meeting Minutes
June 24, 2013**

Present:

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

Meeting called to order: 7:10 PM

Minutes from June 4th accepted with no changes.

Director's Report: Trustees need to complete their ethics certificates. Link is:
http://www.hadleyma.org/pages/HadleyMA_Clerk/laws

Friends' Book Sale: all the books are gone and the Friends made a little over \$200

FY13 year-end budget: Will end up with between \$1,100 and \$1,300 in the salary budget and nothing in the operating budget. There are still endowed funds available for building enhancements and design. The remaining salary money will be returned to the town and if there is any overdraw on the operating budget, it will be covered by the gift account.

Three-year budget projection: Due July 24th. Jane needs to put together a projected budget for three years. When putting it together, we are recommending 2-3% increase annually across the board except in areas which will be directly impacted with us using the second floor and/or we are able to complete the downstairs as a separate children's/teen area (oil, electricity, building improvements, custodial, staffing). We will plan on needing an additional staff member within 2-3 years.

Director's Goal-Setting:

- Will meet standards as set out in the job description including the continuation of last year's goal of publicizing the library through all available means (newspapers, Facebook, town website, etc.).
- Will develop a list of duties necessary to conduct the daily, monthly, and annual business of the library with a list of staff members responsible for each. Will distribute this list in a staff meeting for discussion.
- Improve staff relations
 - Hold monthly staff meetings with ALL staff together, determining who can come early/late to ensure that everyone is there. Notes with action plans will be kept and sent to staff members after each meeting.
 - Staff will all receive library email addresses they will use during work hours for communication with each other/Jane/Trustees

- Will conduct performance reviews of each employee by August 15, 2013. This will include employee written self-evaluation, Director written evaluation, and a meeting to discuss both and written goals set for the following year.
- Will complete annual self-evaluation by March 1, 2014 and participate in the Trustee evaluation of the Director.
- Increase outreach to schools
 - Will develop relationships with the new Hopkins principal and the new Superintendent as well as the Chinese Charter School and NorthStar through an introductory letter from Jane this fall. Will reach out to Chinese Charter School with information about the Summer Reading program and to NorthStar and Hopkins to look for teen volunteers for the program.
 - Will set up a visit to the elementary school for all new kindergartners to get a library card.
- Communication
 - Clarify and simplify communications with staff, with Trustees, and with external audiences
 - Discuss library business with external audiences, when possible, in writing. When not possible, send follow up email summarizing the conversation.
 - Add all Trustees to library listserv.

Building and Design Update: Caryn would like to schedule a Renovation Subcommittee meeting in July to discuss our next steps. Lorin Stara met with Caryn, Jane, and David on Friday. She had a lot of great ideas and Caryn would like to share them with the larger group.

Friends Outdoor Space Proposal: The Friends are ready to start a project at the library. They expressed concern that the building project is not moving along and their fundraising work for the basement can't start in earnest until we have a plan. Jane suggested that the outdoor reading room might be a project they would be interested in, and could bring a lot of positive attention to the library. The Friend's liked that idea and would like to form a group to design a garden with benches outside. Debbie Windolowski was willing to work on the design. A group will get together to plan, and before the actual work starts they will come to the Trustees and the Historical Commission for approval. A trustee can also sit on this committee and be part of the planning. A yes vote tonight would mean the Friends could start the planning stage – that the trustees support exploring this idea. This vote would not give blanket approval for the design and implementation. *Vote passed unanimously.*

New Business—Certificate of Occupancy: we still don't have one. Apparently, it has been on Mike Spanknabel's desk waiting for inspection.

New Business—Survey: Three on-line responses so far. Link is posted on the library web site. Jo-Ann will put a link on the Hadley parents Facebook page. Jane will post the survey link on the Library Facebook page. We will have paper copies at the Kick-off event. We have drop boxes at the Senior Center and the Library and will soon be at the Town Hall. Trustees and Friends will email the link to their email lists and ask people to fill out the survey and pass it along.

Action Plan:

- Trustees will all complete their on-line ethics certificate.

- Jane will put together a three-year budget draft by the middle of July and then email the Trustees to ask for feedback.
- David will follow up with Noel about the Certificate of Occupancy

Next meeting: August 6th 7PM

Meeting adjourned: 9:49PM

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

Votes

Motion to support Friends' idea of starting to plan an outdoor reading area passed unanimously.