

**Goodwin Library Trustees  
Meeting Minutes  
August 6, 2013**

**Present:**

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

**Meeting called to order:** 7:04 PM

**Minutes** from June 24<sup>th</sup> accepted with minor revisions. Minutes from July 30<sup>th</sup> Renovation Committee accepted with no changes. Both will be sent to the Select Board and posted on the town web site.

**Trustees' Calendar/Plan for 2013-14:** Jo-Ann has created a spreadsheet to keep track of all the library tasks month-by-month to help planning for the Trustee agenda. Everyone liked the format and suggested a few additional columns to clarify the work being done. Jo-Ann will continue to add to the spreadsheet and bring it to the September meeting.

**Director's Report:** In addition to her written report, Jane reported that she has created gmail accounts for all staff members as well as a global one that can be used by Trustees ([trustees.goodwin@google.com](mailto:trustees.goodwin@google.com)). East Longmeadow is looking to give away some shelving. Jane and Jo-Ann will go down and look at them for possible use in the basement.

**Staff Evaluations:** Jane has finished with two staff evaluations and the third is planned for later this month. There is an all-staff meeting planned for September 14<sup>th</sup>. David is willing to answer any questions Jane may have about the evaluation and goal-setting process.

**Second Floor:** Jane has scheduled Dion to come in and sand/refinish the second floor wood floors beginning on September 3<sup>rd</sup>. The library will be closed to the public on the 3<sup>rd</sup> due to the noise of sanding. Staff can still come in and work their regular hours. There are still a few items still left upstairs which have to be moved or put onto coasters before Dion comes to do the floors. Jo-Ann will contact the Friends to see if someone can come in and pack the china and books which are to stay at the library. Caryn will contact the Historical Society to let them know that their remaining items (trunk, organ, display cases, etc) will need to be removed before September 3<sup>rd</sup>.

**Certificate of Occupancy:** No progress made. David will continue to try to reach Tim and/or Mike to figure out what needs to get done to move this to completion. Library has been advised that without this certificate, it may be liable for anything that happens while open without a certificate. If the CofO matter is not resolved by the September meeting, Trustees will need to discuss whether or not the library needs to be closed until the CoO is obtained.

**Survey and Focus Groups Update:** Currently have 295 responses to the survey. Alison will continue to hand-enter the paper responses which are coming in. Alison will draft an email which Trustees and Friends can send out to Hadley residents in their email lists reminding people that the survey closes on August 19<sup>th</sup>. Prize winners (randomly drawn from among those submitting contact information) will be announced at the final library summer reading celebration on August 26<sup>th</sup>. Alison will be responsible for analyzing the data and presenting draft results at the September meeting for discussion. Jo-Ann proposed a joint meeting with the Finance Committee in October where the results can be discussed, especially the fact that the community is strongly in favor of increasing the number of hours the library is open.

**Volunteers:** Jo-Ann would like to use more volunteers in the library to increase the community feeling that the library is “theirs.” Volunteers could also help free up staff time for tasks requiring their specific skills. Jane said that the library could use a few more solid volunteers and said she already has an application form and a list of tasks which was created a while ago. She will update this list for current use. Trustees discussed the issue of coordinating and managing volunteers. Jo-Ann will ask the Friends whether someone in that group might be interested/willing to serve in that role. Trustees will discuss further in September.

**Outreach to Schools:** Principal Udall will read a list of all the summer readers during announcements at the elementary school once school opens. Jane will reach out to the new Assistant Superintendent and the new principal at Hopkins through a letter inviting conversation and collaboration. Consideration of the after-school needs of the schools will be considered when discussing possible new hours for the library.

**CPA requests and Special Town Meeting items:** library will not make requests either in this round of CPA funding or for Special Town Meeting. There are already many projects underway—between the furnace, the second floor improvements, the circulation desk, and long-range planning—that there isn’t any bandwidth to add another project at this point.

**Hadley Day September 28<sup>th</sup>:** Proposal for a “Hadley Day” on September 28<sup>th</sup> to coordinate with the two churches having fairs and the Farm Museum and Historical Society being open. Trustees are in support of the library doing something special that day too. Jane will discuss with her staff what might be feasible and whether the possibility of being open on Saturday morning that day is an option.

**Action Plan:**

- Jo-Ann will continue to add to the planning spreadsheet and bring it to the September meeting.
- Jane will complete the third staff evaluation.
- Jo-Ann will contact the Friends to see if someone can come in and pack the china and books on the second floor which are to stay at the library.
- Caryn will contact the Historical Society to let them know that their remaining items will need to be removed from the second floor before September 3<sup>rd</sup>.
- David will follow up about the Certificate of Occupancy
- Alison will draft an email reminder about the survey for the Trustees and Friends to send out
- Alison will close the survey on August 19<sup>th</sup> and randomly draw the 5 winners
- Alison will present draft analysis of the data at the September meeting

- Jane will update the list of jobs which could be done by volunteers
- Jo-Ann will ask the Friends whether someone in that group might be interested in serving as a volunteer coordinator
- Jane will discuss with her staff the feasibility of providing some programming for the proposed “Hadley Day” on September 28<sup>th</sup>, including a possibility of open morning hours that day.

**Next meeting:** September 10<sup>th</sup> 7:00PM

**Meeting adjourned:** 8:51PM

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

**Votes**

*None*