

**Goodwin Library Trustees  
Meeting Minutes  
September 10, 2013**

**Present:**

Jane Babcock, Library Director  
Claire Carlson  
Noel Kurtz  
Alison Donta-Venman  
Jo-Ann Konieczny, Co-chair  
David Moskin  
Caryn Perley, Co-chair  
Debbie Windoloski, Friend  
Dennis Meehan, Friend  
Linda Meehan, Friend

**Meeting called to order:** 7:03 PM

**Minutes** from August 6<sup>th</sup> approved with one minor revision.

**Friends Presentation of Outdoor Space Plans:** Debbie presented Friends' plans for the proposed outdoor space. It will include gardens on either side of the walkway, an alcove for seating in our existing lower trees, and some border shrubs on the Route 9 side. They are still deciding on the type of bench to use in the seating area. The proposal is for the newly-starting Hadley Garden Club to provide maintenance. Patrons would be able to walk from the parking lot, through the garden area, up toward the steps, and then they would be directed to the south (Route 9) entrance. Next step would be approval before the Historical Commission. Some concern about the timing about the project given the fact that the stair renovation is still pending (by the town). Trustees approved the Friends' proposal for the Outdoor Garden Reading Area. The Friends will get input from the Planning Board and the Select Board as well.

**Trustee timeline chart:** Jo-Ann will continue to update the timeline chart and present it every month for updates and report-outs.

**Director's Report:** Fundraiser for Barnes & Noble proposed for October 12<sup>th</sup>—2% of the sales would go directly to the Friends. The Library's obligation is only to hand out promotional materials. Jane will inform the Friends. There is some confusion about the funding for the stairs so Caryn will follow up with David Nixon. The library will be open 9-4 for Hadley Day on September 28<sup>th</sup>. The upstairs will be open for the public to see. We will also display the survey results. Staff meeting was held on August 14<sup>th</sup>—master calendar was created, Jane shared big-picture items, and staff did environmental scan to generate tasks/project which could be done when time allowed.

**Budget:** Some concern that the activities and programs budget is almost entirely used up already due to the relatively high cost of the Summer Reading Program this year. Although the bookcases we got from East Longmeadow were free, there was a cost to have them moved and put back together. This can be paid from LIG/MEG.

**Furnace:** will be installed by October 1<sup>st</sup>.

**Second Floor Cleaning and transition plan:** Discussion of painting now that the floors have been finished. Next step is to move some of the items from the current circulation area so that an evaluation of potential circulation desks can begin. An I-shaped administration desk needs to be purchased for the second floor but Jane can use one of the tables from the basement in the mean time. Jane will have everything moved by October 8<sup>th</sup>.

**Survey results and presentation:** Alison presented the survey results, both the public summary of quantitative data and the analysis of the open-ended responses. Trustees agreed to use the summary Alison presented to share with the public, including to the Select Board and through the Town email blast. Trustees will hold another meeting of the Long Range Planning Committee specifically to discuss the survey results. Meeting time set for September 23<sup>rd</sup>, 6:30.

**Drafting long range plan:** Jane has already begun work on this. Additional items will be added after the September 23<sup>rd</sup> meeting. Draft due October 15<sup>th</sup>.

**Planning and Design Grant application:** Due Friday September 13<sup>th</sup>. Jane is working on this and will submit it by the deadline.

**Cultural Council Grant application:** Deadline is October 15<sup>th</sup>. Luna may come up with some good ideas after she goes to the exhibition at the Chicopee Library on October 1<sup>st</sup>.

**Chimney Removal Project:** We have \$10,000 from the town to fund this and need to send it out for bids. Noel will be in charge of getting bids.

**Action Plan:**

- Trustees and Friends will work together to bring the Friends proposal before the Historical Commission. Friends will make the appointment and representative(s) from the Trustees will accompany them to the meeting.
- Caryn will invite all the participants in the Long Range Planning meetings/focus groups to the September 23<sup>rd</sup> meeting.
- Jane will inform the Friends of the Barnes & Noble fundraiser.
- Caryn will talk with David Nixon about the status of the funding for the steps. They will follow-up letter to the Select Board about the steps and cc David Nixon.
- Alison will make minor corrections to survey summary and send it both to the Trustees and to Peg/Select Board for distribution.
- Caryn will send survey summary to Friends.
- Noel will put together some RFPs for bids on the chimney removal.

**Next Meeting:** Tuesday October 8 6:30PM

**Meeting adjourned:** 9:28 PM

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

**Votes**

*Motion to support the proposal by the Friends Outdoor Garden Reading Area as presented passed unanimously.*

*Motion to pay for the moving of the bookcases out of the LIG/MEG fund passed unanimously.*