

**Goodwin Library Trustees
Meeting Minutes
November 19, 2013**

Present:

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

Meeting called to order: 7:04PM

Minutes from October 8th approved with minor changes. Times of both November and December meetings were updated to 7PM from 6:30PM.

Review of Last Month's Action Plan:

- Completed items—memo was sent to Select Board updating them and asking to be on the agenda on November 20th. Survey results were presented at Town Meeting. Chimney has been removed...brick has been saved to be used in the garden project.
- By Laws—Caryn found an old version of our by-laws as well as examples from other libraries. She has updated the by-laws and highlighted a few areas in red for discussion. Trustees will read and be prepared to discuss at the December meeting. Jane will call the Board of Library Commissioners to see what (if any) version of the by-laws are on file.
- Move Upstairs—everything that is supposed to be moved up is now up there. Jane has a desk up there as well as file cabinets. The circulation area has been shifted to mimic the proposed new circulation configuration. David did some investigation of desks, recommending an Amish wood desk rather than an industrial desk. At this point, however, Jane prefers to continue to use the table that has been moved up there. Caryn is trying to set up a meeting with Tim Neyhart and David Nixon to discuss the use of the second floor.
- Select Board Presentation—November 20, 2013, 7:05PM. Planning to present the survey results. Alison will bring copies of the survey and talk for a few minutes. Caryn will talk a few minutes about the Long Range Plan.
- Subcommittee Suggestions/Assignments
 - Circulation Desk Subcommittee—David, Noel, Caryn. They will schedule and post a meeting soon.
 - Personnel Subcommittee—Claire, David
 - Budget Subcommittee—Alison, Jo-Ann
- Assignment of Daily/Weekly/Monthly tasks to staff—Jane shared her list of tasks. She went through an exercise of discussing the potential tasks with staff. Helps entire staff see all that needs to get done on a regular basis. Many of the tasks are assigned to “circ person” or “everyone” because of the nature of the tasks, but others are person-specific. This should make things run more smoothly help with staff ownership of tasks.

Director's Report: The Hopkins Academy collection is being taken over by the Hopkins 350th Anniversary committee and they are setting up a permanent collection at the Senior Center. Jo-Ann and Caryn will write a letter to the School Committee and Hopkins Trustees letting them know that the Hopkins committee is taking responsibility for the collection. Friends Holiday Open House is December 7th 2-4.

Five Year Capital Expenditure Plan: Jane distributed a draft and wanted to make sure there was nothing else coming up in the future (i.e. 2019). Trustees are not sure what the process is to get items moved off the capital plan list and onto the Town Meeting warrant. Jo-Ann will contact the Capital Planning Subcommittee and set up a meeting to discuss the capital budget, perhaps asking to be put on an upcoming agenda.

Long Range Plan Action Items: Jane handed out a draft chart with the objectives and proposed actions and timeline. Trustees will read the draft and vote on it at the December meeting.

Library Hours: Alison presented spreadsheet with current hours and proposed hours based on current staff hours paid for. Moved to increase the hours from 25 to 34 by opening at 10AM on Tuesday and Thursday, Saturday mornings, and Sunday afternoons. Trustees voted to have Jane take a look at the staffing and come up with a few proposals for being open 34 hours a week.

Update Monthly Calendar: Will discuss hours and long range action items in December and by-laws in January. We will talk about the gutter in December and the steps in January.

Action Plan:

- Trustees will read old and proposed new by-laws and will come prepared to discuss them at the January meeting.
- Jane will call the Board of Library Commissioners to see what (if any) version of the by-laws are on file.
- Caryn will write a letter to the School Committee and Hopkins Trustees letting them know that the Hopkins 350th Anniversary committee is taking responsibility for the Hopkins collection.
- Jo-Ann will contact the Capital Planning Subcommittee and set up a meeting to discuss the capital budget, perhaps asking to be put on an upcoming agenda.
- Trustees will read the draft Long Range Plan Action steps and be prepared to discuss and vote at the December meeting.
- Jane will take a look at the current staffing and come to the December meeting with one or more proposals for being open for 34 hours/week.

Next Meeting: Tuesday December 10, 2013 7PM in the library.

Meeting adjourned: 8:50PM

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

Votes

- *Motion to accept the Long Range Plan as submitted to the Massachusetts Board of Library Commissioners approved unanimously.*
- *Move to increase the Library hours from 25 a week to 34 a week by opening at 10AM on Tuesdays and Thursdays, 9AM on Saturdays, and from 3PM-7PM on Sundays. AMENDMENT: Motion that Jane studies the staff possibilities and presents one or more options at the December meeting for being open 34 hours a week. Amendment passed unanimously.*