

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

Present:

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

Meeting called to order: 7:06PM

Minutes from November 19th approved unanimously

Review of Last Month's Action Plan:

- Completed items—Letter to school done by Caryn; she will bring copies to the next meeting.
- By Laws—Trustees should review and discuss at the January meeting. There are no bylaws on file with the Massachusetts Board of Library Commissioners (MBLC).
- Long Range Plan Action Items—Jane said that it doesn't need to be approved by the Trustees. Discussion about the specifics about the Action Plan; in some ways it is too non-specific to serve as our own planning/action document. The real purpose of the document is to meet the requirements of filing a Long Range Plan with the MBLC. Board should refer back to the document on a regular basis to see what Trustee responsibilities can be pulled out and made part of larger Trustees' calendar Jo-Ann keeps. The Library is not held to doing all of the items on the Action Plan; the priorities can change going forward.
- Library Hours—Jane met with staff. They agree that with no problem, they could be open at 10AM on Tuesday and Thursday and 2PM on Wednesday and Friday. Saturdays cannot be done without altering staffing situation. There is a real desire to increase the hours available nights/weekends for 9-5 working people since that was a priority expressed in the survey. Jane is advocating for not adding as many hours at this point whereas the Trustees are advocating for additional hours. Motion to propose to staff new hours, open additional 10-11 on Tuesdays and Thursdays, 2-3 on Wednesdays and Fridays, 10-12 on Saturdays, and either 5-7 on Tuesdays or 5-7 on Thursdays.

Director's Report: update since printed copy. Received a \$100 gift for the library. No major action will be taken on the fence because it might be incorporated in the Friends Garden plan. Noel will take the lead on making temporary repairs on the fence. \$7,000-\$10,000 estimate for the basement carpet by Summerlin, more if the library went with carpet tiles. Although David Nixon said we should add the cost of the library steps into the 5-year plan, that item was already approved on the floor of Town Meeting. Article 20 October 16, 2008 passed, approving the renovation of the Senior Center and Goodwin steps. Noel and Caryn will go talk with David Nixon about the Middle Street steps to resolve the situation.

Update on Circulation Desk: David double-checked to see if we still needed to go out to bid if we were planning on spending gift money to purchase the circulation desk. The answer is yes, since it is technically municipal money now. So if the circulation desk will be over \$10,000, it needs to be put out to bid. David will confirm with the Inspector General's office what exactly "three bids" mean. Noel is working on a sketch of a possible design to be used in going out to bid. Proposed circulation area will be immediately inside the door to the right with a low section and then a longer high section. Noel will create sketches of three possible circulation desk configurations (how it would look as well as location), discuss with the subcommittee, and bring the results to the January Trustee meeting.

Update Monthly Calendar: January we will cover hours, steps, bylaws, grant application, mid-year report on budget spending, staff February vacations, and revisit Director's progress toward goals. Jane will meet with Jo-Ann and Alison as the budget subcommittee and with Claire and David as the personnel subcommittee about the progress toward goals.

New Business:

- **State Grant Application:** Grant application to the state due January 16th. Jane will work with David to write it up by the January meeting, with support from Alison on statistics.
- **Public Forums on Buildings:** they have been scheduled for January 9th and 14th but the Goodwin is not listed among the buildings to be discussed.

Action Plan:

- Trustees will read draft bylaws and vote on them at the January meeting.
- Jane will bring proposed hours to the staff for decision.
- Noel will take the lead on making temporary repairs on the fence.
- Noel and Caryn will go talk with David Nixon about the Middle Street steps to resolve the situation.
- David will confirm with the Inspector General's office what exactly "three bids" mean so we can put the Circulation desk out for bid.
- Noel will create sketches of three possible circulation desk configurations, discuss with the subcommittee, and bring the results to the January Trustee meeting.

Next Meeting: January 15th 7PM in the library.

Meeting adjourned: 9:13 PM

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

Votes

- *Motion to propose to staff new hours, open additional 10-11 on Tuesdays and Thursdays, 2-3 on Wednesdays and Fridays, 10-12 on Saturdays, and either 5-7 on Tuesday or 5-7 on Thursdays. Motion passed 4 in favor and 1 opposed.*

- *Motion to approve the Capital Expenditures for FY2015-2019 without the Middle Street steps because money was already allocated on the floor of Town Meeting (Article 16, October 16, 2008) approved unanimously.*