

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

Present:

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

Meeting called to order: 7:10PM

Library Hours: There was some confusion about the wording of the original motion passed at the December 10th meeting (*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*). There was also some confusion about the memo about library hours sent by Jane on December 17, 2013. Discussion confirmed that library hours would be increasing in January. Analysis of the salary budget by Caryn and confirmed by Jane suggested that the library may have some excess salary money available (because of vacation and sick time taken) that could be used to hire an entry-level part-time staff person as necessary to provide double coverage on at least some of the newly proposed shifts.

Jane's memo suggested that the existing staff could cover an extra hour on Tuesday and Thursday (10-11), an extra hour on Wednesdays and Fridays (2-3), Saturday morning from 10AM but only if they could close at 3 instead of at 4, and then Monday evenings 4-7. Neither staff nor Jane felt as if the proposed extra evening hours on Tuesday or Thursday were possible and thus the Monday suggestion was made.

Motion to approve Jane's proposed hours was made and discussed. Noel offered the amendment to the motion, proposing remaining closed on Mondays and instead being open Tuesdays and Thursdays 10-7 and Wednesdays 2-7 was not passed. Original motion passed and new library hours will begin February 1st. Jane will ensure that there is a second person available for the Monday evening shift.

Budget: Budget subcommittee met and approved Jane's suggestions for slight increases in the operating budget, reflecting the cost of providing level services next year. The budget line for oil will remain the same although the true cost for fuel this winter is unknown but should decrease with the new furnace (although will likely increase again once the second floor is fully-functioning). There was discussion about Jane's proposal to ask for an additional 8 salary hours (entry level) for the FY15 budget. Although an additional staff person could give the library more flexibility, it was felt that at this point, the library should not ask for more hours but reserve that option for when the second floor is fully functional and three staff members will likely be needed for all open hours. Jane will submit the budget to the Town.

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

Meeting adjourned: 8:36 PM

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

Votes

- *Motion to approve Jane's proposed new library hours—to be effective February 1st—to be Monday 4-7, Tuesday and Thursday 10-5, Wednesday 2-8, Friday 2-7, and Saturday 10-3 passed unanimously (5-0).*
- *Amendment to the motion (move to remain closed Monday night and instead be open Tuesday and Thursday 10-7 and Wednesday 2-7) defeated 1-4.*