

Goodwin Library Trustees
Meeting Minutes
January 15, 2014

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: 7:10PM

Minutes from December 10th and December 19th approved with no changes.

Review of Last Month's Action Plan:

- Draft Bylaw Review and Vote: The original bylaws in the file were really bylaws “in the works” rather than Trustee-approved by-laws. So in working on the currently-proposed bylaws, Caryn worked with those, Sunderland bylaws, and research on bylaws from other communities.
 - Question of why there are six Trustees. All agreed it made sense for our Board.
 - Regarding the attendance of trustees it was agreed that any Trustee who misses 3 consecutive meetings or 4 in a calendar year will receive a letter from the Board asking said member if they wish to continue serving on the Board.
 - In Article 3, discussion about whether we need to have contracts with library employees versus the current “at will” situation. Caryn will do research into what it would mean to move to a contract situation.
 - Interest in moving to Chair and Vice-Chair model rather than the current Co-Chair model.
 - Meeting time will be changed to the second Tuesday of the month at 7PM.
 - Article VI take out “all” for Library Director attendance at meetings
- Update on New Hours: Jane’s reservation with new hours is losing prep time. We would be paying for 14 staff hours when the library is not open under the new plan. In order to provide coverage, the Friends will put out an email query looking for a volunteer to cover the open hours on Monday. There is an announcement in Chalk Talk about the new hours. We will get the sign changed and post the new hours on the web site. Alison will ask Peg to send out an announcement through the Town email blast
- Fence Repair update: project will continue once the weather improves
- Middle Street Step update: Poured concrete steps. \$8,700 quote from Tony Galvin (did not include the railings). Town worries that the stairs are hollow and worried that the quote did not include that factor. Noel will now get two quotes from each firm—one for hollow stairs and one if they are not. Town said there is about \$8,000 available for stairs. David Nixon recommends that the Library should ask the CPA for additional funding.
- Circulation Desk: subcommittee met with Beth. They have narrowed it down to two choices—The first a horseshoe shape to the right of the current entrance, incorporating the second pole

into the desk; the second an L-shaped space which incorporates the wall to delineate the space and located to the left of the current entrance, near the entry to the fireplace room. Motion to put the right-hand model forward for a carpenter's design and estimate passed 4-1. Noel is opposed because he prefers the other model.

Director's Report: In addition to her written report, Jane added the Legislative breakfast to the calendar. Jane will update the budget and send it to the Trustees. We have already spent the programming money for the year, but everything else looks on target. Grant application will be submitted this week; there will be a copy kept here. David will research what foundations might support small libraries.

Budget: Jane submitted the budget to David Nixon. In the meantime, David submitted the budgets for the departments to the Select Board with his recommendations. He recommended cutting the budget for heating by \$390.

Update on Director's goals:

- Need to make more press connections
- January 22nd staff meeting is a followup with list of duties for staff. If there were problems, Jane is to follow up with David and Claire after the staff meeting.
- Improve staff relations: monthly staff meetings need to be more regular and more opportunities to share are necessary
- Performance reviews were done in August; followup meetings will occur in February.
- Process of Jane's performance evaluation begins March 1st
- More outreach to schools are needed; Jane will begin by announcing new hours for after school beginning in February. Library cards to kindergartners. More communication about summer reading programs

Update Monthly Calendar: Voting on Bylaws in February. Discuss process to review Jane in February. Discuss volunteer policy in March.

New Business:

- CPA requests: David Nixon took the five-year capital plan, looked at the library list for FY2015, and recommended to the Select Board that the Town pay for the interior painting and technology out of the capital stabilization fund and the shelving from free cash. The \$25,000 for Planning and Design will be as a separate line on the warrant. He recommended that the rest should come out of CPA. The Library needs to get the request ready for CPA. Motion to ask CPA for money for lighting (\$45K), and ceiling repair (\$40K) passed unanimously. Motion to return balance of money for furnace/insulation and for the engineering study to CPA passed unanimously.
- Terms expiring: Noel and Claire. Noel is not running again. Maureen Jacque is thinking about running. Not sure if Claire is planning on running again. With loss of Noel, it would be nice to have someone else on the board with experience in construction.

Action Plan:

- Caryn will research what it would mean to move to a contract situation for library employees and bring the information back to the Board in February.

Next Meeting: February 11th 7PM in the library.

Meeting adjourned: 9:40 PM

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

Votes

- *Motion to approve the right-side circulation desk model to be put forward to for carpenter's design and estimate. Approved 4-1*
- *Motion to ask CPA for money for lighting (\$45K), and ceiling repair (\$40K) passed 5-0.*
- *Motion to return balance of money for furnace/insulation and for the engineering study to CPA passed 5-0.*