

**Goodwin Library Trustees  
Meeting Minutes  
March 19, 2014**

**Present:**

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

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

**Minutes** from February 11<sup>th</sup> approved with no changes.

**Review of Last Month's Action Plan:**

- Circulation Desk technical drawing: David and Noel met with Chet Abel. He is going to provide a drawing by Friday March 21<sup>st</sup>. If the drawing is acceptable, the next steps would be to define the internal specifications (drop box, shelves, etc), material, and then afterward the scope of work. Then it will be ready to go out to bid. The drawing is being provided for free but once Chet completes the specs and scope, there will be a bill for the Trustees. Motion to release up to \$2,000 from the Kate Nugent money was approved. David and Noel will meet with Chet Abel to review draft of technical drawing.
- Personnel committee update on staff meeting: Personnel committee did not attend staff meeting because the meeting date was changed. The next staff meeting is March 26<sup>th</sup> 1PM.
- Stair repair update: There is \$9,800 left in the town account for the stairs. Noel got an updated estimate from Tony based on the possibility that the steps are hollow (new estimate \$14,600 but if the footings are bad it would be an additional \$5,000). Noel will solicit 2 additional estimates prior to the April Trustee meeting. At the last meeting we voted to make up the difference for the stairs out of LigMeg. Caryn is proposing that instead we rearrange the capital expenditures and ask the town for \$10,000 for technology (instead of \$20,000) and \$10,000 for the stairs.
- Letter to the Architectural Accessibility Board (AAB): Caryn and Jo-Ann were working on the letter but were no longer entirely clear on the intention of sending the letter. Trustees tabled the discussion until we get clarification from the Building Inspector. Caryn will write to the Building Inspector asking him to explain his rationale for the change in Certificate of Use.
- Review/Discuss Director's Evaluation Form: open-ended comments should be numbered to correspond to the question and be written at the end. Forms were discussed and minor changes were made. Claire will collect and assemble all the evaluations. Jo-Ann will email the Trustees the forms by March 21<sup>st</sup>. Everyone will need to return the forms to Claire by April 1<sup>st</sup>. Claire will bring the results to the Personnel Subcommittee Meeting on April 16<sup>th</sup> 7PM. David will introduce the staff evaluation form of Jane at the Staff Meeting on March 26<sup>th</sup>. Staff will

need to return the forms to Claire by April 8<sup>th</sup>. Trustees will vote on Director Goals at the May Trustee meeting.

- Update on Building Committee meeting: Jo-Ann can go to the Building Committee meeting on the 20<sup>th</sup>. Alison will attend the meeting on the 27<sup>th</sup>.

**Director's Report:** In addition to the written report, Jane reported in facilities that the ramp lights which needed to be replaced were fluorescent and all parts needed to be replaced which is why it was so expensive.

**Old Business:**

- Jane is hoping that Alison will look at the patterns of visits before and after the new hours in February. Alison will analyze the data for the April Trustee meeting.
- Point of clarification from Personnel Committee: If a staff member has an issue, they first go directly to the Director. If that doesn't resolve the issue, the staff member and/or the Director can choose to go to the Personnel Committee for assistance, either in writing or verbally.

**New Business:**

- Bids needed for the lighting/ceiling.
- The Trustees agreed to review the Volunteer Program Policy drafted by the Director and will place it on the agenda for the next meeting for approval. David suggested we spend some time discussing the volunteer program and recruiting volunteers and that there be an annual volunteer appreciation "event" to recognize their dedication to the library.
- The Trustees voted unanimously to amend the Board of Trustees Bylaws by adding "Two Trustees are needed to sign the library bills before they are put on the town warrant." Caryn will send the approval to the town accountant so this is clear and will revise the bylaws. She will bring copies with the amended bylaws to the next Trustee meeting.
- Jo-Ann and Caryn will be preparing a flyer, press release and possibly a video for TV5 explaining the requests for funds at the Town Meeting Scheduled for May 1, 2014. They will share drafts at the next meeting.
- Jo-Ann shared copies of the Friends' most recent newsletter and encouraged Trustees to become members if they are not. She also will include the Trustees in an "on-line sign up" to volunteer at the Barnes & Noble Open House to benefit the Goodwin Library on April 19, 2014.

**Action Plan:**

- David and Noel will meet with Chet Abel to review draft of technical drawing.
- David will attend the staff meeting March 26<sup>th</sup> 1PM.
- Noel will solicit 2 additional estimates for the Middle Street steps prior to the April Trustee meeting.
- Alison will analyze number of visits for January, February, and March.
- Caryn will clarify the new technology/stairs request to David Nixon.
- Caryn will write to the Building Inspector asking him to explain his rationale for the change in Certificate of Use.
- Claire will collect and collate the results of Jane's evaluation and meet with David and Jane at a Personnel Subcommittee meeting on April 16<sup>th</sup>.

- Jo-Ann will go to the Building Committee meeting on the 20<sup>th</sup>. Alison will attend the meeting on the 27<sup>th</sup>.
- The Trustees will review the Volunteer Program Policy for the April meeting.
- Jo-Ann and Caryn will prepare a flyer, press release and possibly a video for TV5 explaining the requests for funds at the Town Meeting and share drafts at the April Trustee meeting.

**Next Meeting:** April 8<sup>th</sup> 7PM in the library.

**Meeting adjourned:** 9:05 PM

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

#### **Votes**

- *Motion to release up to \$2,000 from the Kate Nugent money to pay Chet Abel to provide the circulation desk design drawing, specifications, materials list, and scope of work by the April trustee meeting passed unanimously.*
- *Motion to amend the Trustee Bylaws by adding: "Two Trustees are needed to sign the library bills before they are put on the town warrant" passed unanimously.*