

**Goodwin Library Trustees**  
**Meeting Minutes**  
**April 8, 2014**

**Present:**

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

**Meeting called to order:** 7:07PM

**Minutes** from March 19<sup>th</sup> approved with minor changes

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

- Staff meeting and evaluations: Caryn went to the staff meeting and explained the process they can follow to participate in Jane's annual review. All the Trustee evaluations are in as well as Jane's self-evaluation. Only one staff member has turned in an evaluation; Claire will email all three to ask if others are in the mail. Claire will email the compiled evaluations on April 16<sup>th</sup>. Trustees will meet with Jane April 28<sup>th</sup> 7:30PM solely to discuss the evaluations.
- Facilities update and capital expenditures: Caryn organized the requests by timeframe in preparation for the Building Committee meeting on Thursday. Caryn went to the Capital Improvements Committee meeting yesterday. Brian West spoke out in support of having the town paying to fix the stairs since the funds were already voted on.
- Tracking of patrons, data on new hours: looked at new database of patrons and patrons per hour. Staff will continue to track patrons daily through June at least. Jane will give Alison daily counts for 2013 for entry into the database.
- Letter to Building Inspector: Caryn sent the letter requesting clarification about the reason why the Certificate of Use has changed. She also asked whether we would have to shut down the library while we were redoing the Middle Street steps. She has not received a response but we can bring it up at the April 10<sup>th</sup> Building Committee meeting.
- Building Committee Update: Building Committee is very interested in working together with the library Trustees to coordinate planning for capital expenditures. They were very impressed with the work on the second floor. Caryn, Alison, Noel and Jo-Ann will be presenting the capital items (current and proposed) at the meeting on Thursday. Building Committee agreed that the current parking flow should be reversed. Gary said he could take the lead on making it happen. Jane will follow up with Gary.
- Review Volunteer Program Policy: Jane provided four suggested additions to the previously-distributed policy. Suggestion made that there might be a minimum age for volunteers; Jane will consider it. Jane will make suggested changes/additions and Trustees will vote on the policy at the May 13<sup>th</sup> meeting.

- PR for Town Meeting Requests: Jo-Ann presented a rough draft listing what will be on the handout to Town Meeting. Stressing the survey request for more hours, the fact that the library isn't asking for an increased budget, and asking people for their vote in support of the capital and CPA requests.
- Bylaw Amendment: Caryn provided an updated copy of the bylaws with the new line (Article III item 1).

**Director's Report:** In addition to the written report...Gary said within a week he will have the oil tank removed and can work on the basement door. Hank Allan printed out a list of specs of what would be needed for new computers. Discussion of potential new sign to replace the temporary sign near the book drop. A few minor suggestions were made and Jane will finalize design with Duncan Furgeson and move ahead with getting it done.

**Renovation Committee Formation and Tasks:** suggestion that we need a timeline before we solicit for a committee. Subcommittee comprised of Caryn, David, and Noel will meet before the May meeting and report to the group then. Idea is to develop a committee comprised of Trustees and non-Trustees.

**Use of second floor during transition/renovations:** Discussion about potential issues of using the second floor during renovation. Worried about accessibility. Agreement that lights/ceiling will take at least a week. Might want to check with Fire Chief about safety. Renovation subcommittee will check into it and report back at the next meeting.

**Elect new officers:** Committee moved to elect Caryn as chair, Jo-Ann as Vice-chair, and Alison as Secretary. Motion approved unanimously.

**Holiday hours:** this came up in a staff meeting specifically related to how to award holiday/comp time when there is a Monday holiday. Should we be closed on a Saturday if there is a Monday holiday? Library is closed Patriots Day and Memorial Day. Trustees agree that we should be open on those Saturdays. Claire will look into the town policy on whether there is a need to award holiday/comp time for those Saturdays and report back at the May meeting.

**Friends' Update:** Caryn updated Friends on Town Meeting Warrant Articles from the library. Friends discussed April 19<sup>th</sup> Barnes & Noble fundraiser.

**Update Monthly Calendar/Action Plan:** will be updated in May, awaiting renovation subcommittee meeting.

**Old Business:** None

**New Business:**

- Personnel Subcommittee will meet with Jane on Thursday, April 10<sup>th</sup> at 5PM. Jane has raised one issue about the staff and a staff member has raised a separate issue with the Personnel Subcommittee. Both will be discussed at the April 10<sup>th</sup> meeting. The Personnel Subcommittee will report back to the Trustees at the May meeting on these issues.

**Action Plan:**

- Claire will email all three staff members to ask if additional evaluations might be forthcoming.
- Jane will give Alison daily patron counts for 2013 for entry into the database.
- Alison will enter the 2013 patron counts into the database and report out on year-to-date changes.
- Jane will finalize sign design with Duncan Furgeson and move ahead with getting it done.
- Renovation subcommittee will check into the feasibility of using the second floor during the lights/ceiling project on the first floor and report back at the next meeting.
- Claire will look into the town policy on whether there is a need to award holiday/comp time for Saturdays when the library is closed on Mondays and report back at the May meeting.
- The Personnel Subcommittee will report back to the Trustees at the May meeting on the personnel issues to be discussed at the Subcommittee meeting with Jane on April 10<sup>th</sup>.

**Next Meeting:** April 28<sup>th</sup> 7:30PM in the library.

**Meeting adjourned:** 9:12 PM

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

**Votes**

- *Motion to elect Caryn Perley as Chair, Jo-Ann Konieczny as Vice-Chair, and Alison Donta-Venman as Secretary was approved unanimously.*