

**Goodwin Library Trustees  
Meeting Minutes  
April 28, 2014**

**Present:**

Jane Babcock, Library Director  
Claire Carlson  
Alison Donta-Venman  
Jo-Ann Konieczny, Vice-chair  
Noel Kurtz  
David Moskin  
Caryn Perley, Chair  
Luna Greenwood, Library Assistant  
Nathan Olin, Lawyer with Connor, Morneau & Olin LLP

**Meeting called to order:** 7:36 PM

**Move to Executive Session for personnel discussion:**

- Time in: 7:40 PM

Voted to go into Executive Session:

Carlson—Yes  
Donta-Venman—Yes  
Konieczny—Yes  
Kurtz—Yes  
Moskin—Yes  
Perley—Yes

Discussion of personnel issue conducted during Executive Session. One item was moved and approved 6-0:

Carlson—Yes  
Donta-Venman—Yes  
Konieczny—Yes  
Kurtz—Yes  
Moskin—Yes  
Perley—Yes

Motion to reconvene to Open Meeting approved 6-0:

Carlson—Yes  
Donta-Venman—Yes  
Konieczny—Yes  
Kurtz—Yes  
Moskin—Yes  
Perley—Yes

- Time reconvened to Open Meeting: 8:32 PM

**Review of Library Director:** Review will be postponed until the Town attorney is present as per approved motion.

**Other Business:**

- Budget meeting: Caryn went to the Select Board for the Finance Committee budget discussion. The \$2,500 line for Building Improvements removed by the Finance Committee
- Town Meeting: Building Committee is going to read a statement including their support of the Library capital and CPA items. Jo-Ann will complete the handout before Town Meeting. Noel will be at Town Meeting to speak to the ceiling and lighting issues.
- Steps: estimate from Tony Galvin (if they are hollow) came in at \$18,000. Another mason gave an estimate of \$16,000 but he does not want the work. Kenny Masonry gave essentially the same quote as Galvin but they were in a different form. Noel will work with Kenny Masonry to get the bid into the same form as the one put forth by Tony Galvin.
- Circulation desk: Noel presented options for the front panel of the desk; Trustees and Jane preferred the three-panel raised sections. Noel also presented options for the placement of the desk, this time placing the desk exactly in the center of the east side of the library with the central pole incorporated into the center of the desk. Noel will meet with staff and ask them for their opinions of the two different possibilities for the desk and report back at the May 13<sup>th</sup> meeting. Trustees had previously voted to approve up to \$2,000 to do the estimate and provide the technical drawings/specifications/scope but the amount will be closer to \$4,000 so the Trustees voted to increase the authorized amount.
- Lawyer Olin wanted to clarify that the original notice about the Executive Session indicated that the Trustees will also be discussing the issue raised by Jane about a staff member. The Personnel Subcommittee had reported that Jane will address the issue with the staff at a staff meeting. There has been a subsequent issue and Jane will discuss it with the Personnel Subcommittee.

**Action Plan:**

- Jo-Ann will complete the handout before Town Meeting
- Caryn will reschedule the Director's review
- Noel will work with Kenny Masonry to get the bid into the same form as the one put forth by Tony Galvin.
- Noel will meet with staff and ask them for their opinions of the two different possibilities for the desk and report back at the May 13<sup>th</sup> meeting.

**Next Meeting:** May 13<sup>th</sup> 7:00PM in the library.

**Meeting adjourned:** 9:18 PM

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

## **Votes**

- *Motion to move to Executive Session approved 6-0.*
  - Carlson—Yes
  - Donta-Venman—Yes
  - Konieczny—Yes
  - Kurtz—Yes
  - Moskin—Yes
  - Perley—Yes
- *Motion that Trustees do not conduct Director’s Review without the Town Attorney present at a date and time to be determined based on attorney’s schedule passed unanimously (6-0).*
- *Motion to increase the amount authorized for the technical drawing, specifications, and scope of work for the circulation desk from \$2,000 to \$4,000 approved 6-0.*