

**Goodwin Library Trustees
Meeting Minutes
May 13, 2014**

Present:

Claire Carlson, Trustee
Alison Donta-Venman, Trustee
Jo-Ann Konieczny, Vice-chair Trustee
Noel Kurtz, Trustee
David Moskin, Trustee
Caryn Perley, Chair of Trustees

Meeting called to order: 7:06PM

Executive Session: none held

Minutes:

- Minutes from April 8, 2014 approved with no changes
- Minutes from April 28, 2014 approved with minor changes
- Minutes from May 5, 2014 approved with minor changes
- Minutes from Executive Sessions will be approved at the next Executive Session

Review of Last Month's Action Plan/ Old Business

- **Town Meeting Review:** update was at the meeting on May 5, 2014
- **Patron Count:** Jane never passed along the patron counts from 2013. Alison will enter the patron counts into the database when she receives them
- **Hours Sign:** No one is sure whether or not Jane followed up on the sign the Trustees approved. Caryn will call Duncan Furgeson to find out.
- **Renovation subcommittee:** would like to put out an invitation to Friends and post a sign in the library looking for volunteers to serve on the Renovation subcommittee. Noel would like to coordinate the ceiling and lights. The Trustees on the Renovation subcommittee will set up a meeting to discuss the coordination and come up with a timeline for the circulation, steps, and ceiling/lighting projects.
- **Update on Steps:** Noel met with Tim Neyhart to go over the estimates and scope of work for the step. Jason Galvin won the estimate for the steps and he hopes to have the steps done by the end of May. Jo-Ann will put Noel in contact with Debbie Windoloski so he can coordinate step work with Friends' garden project.
- **Circulation Desk:** Noel met with Chet Abel to update him on the decisions the Trustees voted on at the last meeting, including the fact that we would like all poles boxed in when he is doing the one incorporated in the desk. Chet is also willing to consult on lighting design and shelving.
- **Basement door update:** Jo-Ann spoke to Gary Berg and he plans to put the door up as soon as he can get someone from the highway department to help him move the oil tank.

- **Volunteer Policy:** the draft policy was never approved. Jo-Ann thought there should also be a provision for an orientation/training. She will look to see if other libraries have such orientation or training information available. Trustees cannot really vote on the volunteer policy without a Director.
- **Town policy on holiday/comp time:** Claire will check in with the Town on this and report back at the June Trustee meeting.
- **Civil War Grant Update:** David Nixon wonders if the Library Trustees would be willing to cover the 50% match for the grant (through LigMeg money). Trustees would be willing to cover the cost as long as the Town agrees that the restored items will remain in the library. Claire will ask the Old Deerfield librarian if the quotes for the work seem reasonable and will follow up with David Nixon.
- **Planning and Design Grant Update:** Town Meeting voted to approve the match to the grant if it is awarded to the Library. Caryn sent that approval to the Massachusetts Board of Library Commissioners. June 5th is the provision grant award notice date.

Director's Evaluation: postponed for a future meeting

Director's Report: No Director's Report this month but Jo-Ann and Caryn have met with the staff to make sure that everything is running smoothly and we are not losing momentum on the strategic and planning work that needs to get done. Librarian Patrick Borezo has been working on the bills in the absence of the Director. Staff meeting will be this Friday at 1PM.

New Business:

- **Personnel Subcommittee:** discussion of whether the Trustees still need a Personnel Subcommittee since the Town does not have an HR Director/Office. The decision on this matter has been postponed.
- **Year End budget:** As of last week, there has been only \$9,000 left in the budget (not including salary), including the \$5,000 which is restricted to acquisitions. The staff has been working on continuing to add items to be added to the collections. The salary line may run low, however, since we have had to pay Luna Greenwood, Library Assistant, to cover the Monday open hours. Caryn will talk with Joan Zuzgo about the ability to pay Luna for over 19 hours during the summer if necessary and will report back at the next Trustee meeting.
- **Summer Reading Program:** Librarian Patrick Borezo and Library Assistant Luna Greenwood will be going to Hadley Elementary on June 12th to promote Summer Reading. The opening and closing events will be covered by the Cultural Council. They have a number of other events planned and wanted to put together a letter to solicit prizes for the readers. Trustees agree that is a good idea. Noel will approve the letter once they put it together and before they send it out.
- **Technology:** we did get one bid for the new desktops but we should table the discussion until the next meeting. David will review the bid that was already received and then discuss with staff the next steps.
- **Phone/alarm system:** phone systems went down on Tuesday so Patrick contacted Verizon who said it might be the fire alarm system. Patrick then contacted the company he had on record for providing service (DeceptorGuard). The indicated that they had not been our provider

since 2012 but the Director has been paying them. The current fire alarm system the library uses is Fire Detection Systems. Caryn called DecectorGuard who said they had been providing a security alarm system for the library. No one is sure whether or not this security system is functioning. During the Historical Commission discussions they mentioned that the Library had a theft detection system but the Library Director said that we had one but it was not functional. Trustees do not recall having a non-functional theft detection system. Staff knew nothing about the security alarm system. No Trustees or staff were ever shown how to use it. Caryn will ask Patrick to ask Fire Detection Systems to come out and test the system. Verizon came and fixed the phones.

- **Building Committee:** Alison will get the minutes of the meeting on May 8th and report back. Jo-Ann will cover the meeting on the 22nd.
- **Beers and Spears:** festival on the West Common on June 1st Library was asked if they want to set up a table. Trustees will ask the Friends if they want to set up a table.
- **Boy Scouts:** is there some sort of cleaning of downstairs, weeding, etc. that the Hadley Boy Scouts could do? Claire will ask the Boy Scouts about their interest.

Friends' Update: Jo-Ann will ask the Friends if they want to set up the table at Beers and Spears and how they might help support the Summer Reading program financially.

Update Monthly Calendar:

- May: steps complete by the end of the month, Gary Berg fixes door,
- June: Friends start Garden, hear about Planning and Design Grant (June 5th)
- July: start to play with space configuration of first floor
- Need to figure out more longer-range items. This will likely fall into place once the Renovation Subcommittee meets and comes up with a timeline.

Action Plan:

- Caryn will call Duncan Furgeson to find out the status of the sign.
- Jo-Ann will put Noel in contact with Debbie Windoloski so he can coordinate step work with Friends' garden project.
- Jo-Ann will look to see if other libraries have orientation or training information available and update the Trustees at the next meeting.
- Claire will check in with the Town about the town policy on holiday/comp time and report back at the June Trustee meeting.
- Claire will follow up with David Nixon on the Civil War Grant.
- Caryn will talk with Joan Zuzgo about the ability to pay Luna for over 19 hours during the summer if necessary and will report back at the next Trustee meeting.
- Noel will approve the solicitation letter once they put it together and before they send it out.
- Caryn will ask Patrick to ask Fire Detection Systems to come out and test the security system.

Next Meeting: June 10th 7:00PM in the library.

Meeting adjourned: 9:04PM

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

Votes

- *Motion for the Trustees to raise the 50% match of the Civil War Preservation Grant, up to \$1,750, with the condition that the Town provide a written assurance that the Trustees of the Library will continue to be the stewards of the picture of General Hooker and the ten books of "The Photographic History of the Civil War in Ten Volumes" passed 6-0.*