

**Goodwin Library Trustees
Meeting Minutes
May 27, 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: 5:20PM

Executive Session: none held.

Minutes: discussion of minutes deferred to the regularly-scheduled meeting on June 10, 2014

Civil War Grant: volumes on the civil war are missing. Jo-Ann had met the man in charge of the grant, Tom Geryk, at the Select Board meeting May 21st and Tom asked to look at the books. The last time he had looked at them had been at the library some time after the Historical Society removed things from the second floor. When Jo-Ann and Tom got to the library this time and went to the location where Tom had previously seen the books, they were not there. A search of the library by Jo-Ann, Tom, and all staff present did not reveal the books. Jo-Ann will forward all the information she has to Claire since Claire is the point person for the Civil War grant.

Yea End Budget: in good shape for regular bills. Problems covering the salary line due to Jane's continued absence due to need to pay other staff members to cover open hours. Caryn predicts that it may be ~\$2,500 additional to cover salary but there may be only \$1,000 extra in the operating budget at the end of the year. Trustees moved to request transfer of \$1,000 from the operating budget to the salary line. Caryn and Jo-Ann will bring the approved request to the Select Board for their consideration. Any remaining outstanding balance to pay for the salary lines will need to come from LigMeg funds.

Interim Director: pending resolution of Jane's absence, library may need an Interim Director. Job duties would include managing staff and helping Trustees with strategic thinking about the needs for running a small library in the future. Caryn will start working on a job description in the event that we are still without a Director as of the end of the fiscal year. Interim Director could likely be part-time.

Renovation Subcommittee: They did meet on May 14th and will report out at the June 10th meeting

Custodial Issue: new custodian was unable to come in to clean during normal working hours for a week and requested a key to come in at another time. Trustees did not approve of the release of

a key to non-library, non-Trustee personnel and hopes staff can work with the custodian to ensure work can be completed.

Circulation Desk: Chet Abel has finished the drawings of the desk without dimensions. He would like to share these drawings for posting at the library. Once dimensional drawings are done, the project can go out to bid.

Action Plan:

- Jo-Ann will pass information on Civil War books to Claire
- Caryn and Jo-Ann will present request for transfer of funds to Select Board
- Caryn will work on draft job description for possible Interim Director

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

Meeting adjourned: 5:46PM

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

Votes

- *Motion to request transfer of \$1,000 from the operating budget to the salary budget passed unanimously.*