

**Goodwin Library Trustees  
Meeting Minutes  
June 26, 2014**

**Present:**

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

**Meeting called to order:** 6:05PM

**Minutes:**

- Minutes from June 10, 2014 approved with no changes.
- Executive Session minutes from June 10, 2014 approved with no changes,

**Civil War Grant:** Caryn signed on Trustees behalf the contract with the Department of Veterans' Services accepting the grant after consulting with David Nixon.

**Building and Design Grant Workshop Report:** Caryn and Patrick went to the workshop to learn about working with the grant. Next steps:

- Sign the grant.
- Form a Building Committee
- Hire a building consultant who will collect all our data and lead our focus groups (~\$10,000)
- Hire an owner's project manager
- Hire an architect to create the schematic design for the construction grant proposal.
- Jo-Ann will work with staff to hire a part-time, permanent, non-MLS position

**Staffing Scenarios:** Alison and Jo-Ann created possible scenarios for short-term and long-term staffing for discussion. Trustees all agree that another part-time staff member needs to be hired under any of the scenarios. Trustees voted to hire a part-time, permanent, non-MLS position immediately, to accept staffing Scenario 1 (no interim Director while we conduct an immediate search for a permanent Director), and to appoint Patrick Borezo the Senior Librarian. Jo-Ann offered to take the lead on moving the new staffing scenario forward by meeting with Patrick to offer him the Senior Librarian position and meet with the staff to come up with specific days and hours for new part-time position. Jo-Ann will then prepare a job description to post.

**Computers:** David will confirm with Patrick before ordering 6 new Dell desktop computers on the recommendation of Hank Allen, technology specialist. Hank will install equipment & software when it arrives.

**Circulation Desk:** Noel is waiting on two additional quotes.

**Outdoor Garden:** Noel is working with Debbie Windoloski to reconfigure the outdoor reading garden now that the steps are near completion.

**New Business:**

- **Future meetings:** Jo-Ann asked that at our future Trustee meetings reports be brief and information sent ahead for review. We hope to keep the meetings to 2 hours.
- **Day-to-Day Operations:** Caryn will be on vacation until July 7. Jo-Ann will be handle payroll and other library matters in her absence.

**Action Plan:**

- Alison will ask the Municipal Building Committee for a volunteer to be on the Library Building Committee.
- Alison will digest the information on the Planning and Design Grant web site and report back at the next Trustee meeting.
- Caryn will check back with the MBLC and find out whether or not we have to have a sitting Director in order to move forward with the grant.
- Jo-Ann will meet with Patrick and offer him the Senior Librarian title.
- Jo-Ann will meet with staff and come up with specific days/hours for the new part-time position.
- Jo-Ann will prepare a job description for the new part-time position
- David will confirm computers with Patrick and, if there are no issues, order the computers.

**Next Meeting:** July 7, 2014 7PM at the Library

**Meeting adjourned:** 7:30PM

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

**Votes**

- *Motion to accept the Massachusetts Board of Library Commissioners Planning and Design Grant approved unanimously.*
- *Motion to hire a part-time, permanent, non-MLS position immediately approved unanimously.*
- *Motion to accept staffing Scenario 1 (no interim Director while we conduct an immediate search for a permanent Director) approved 5-0-1.*
- *Motion to appoint Patrick Borezo as the Senior Librarian approved unanimously.*