

**Goodwin Library Trustees  
Meeting Minutes  
August 12, 2014**

**Present:**

Alison Donta-Venman  
Jo-Ann Konieczny, Vice-chair  
David Moskin  
Caryn Perley, Chair  
Patrick Borezo, Senior Librarian

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

**Minutes:** Minutes from July 22, 2014 approved with a few minor changes/clarifications.

**Senior Librarian Report:** open 26 days, 1,947 patron visits. Average of 75 patrons/day.

Started ARIS report; it is due August 22<sup>nd</sup>. No problems anticipated.

Patrick registered for a MBLC workshop on State Aid to Libraries in September.

CWMars has redone the router at the circulation desk and everything is working and should allow us to take advantage of the broadband speed.

Karen Knowles and Alex Brown have been working as temps this month and Brenda Lynch will also be willing in while Luna is away.

Historical Society has expressed interest in obtaining the town cemetery records binders currently here. Trustees have agreed to get a copy made for the Historical Society, perhaps through Town Hall. Caryn will ask Norm Barstow, head of the Cemetery Committee, if they have a copy of the binder. Claire may also have some information about the best way to do this.

**Old Business:**

- **Computers:** David is still working on this.
- **Part-time staff update:** Patrick and Jo-Ann interviewed 4 candidates and then got input from the staff. Plan to make an offer soon.
- **Volunteer Policy:** no progress yet.
- **Library Director Search Process:** everyone who volunteered to serve on the search committee has accepted appointment and the charge. The committee will meet again at the end of August. Beginning September 1<sup>st</sup>, the Committee will begin looking at the applications. Would like to get the second floor "office" in order prior to September so the candidates can a good idea of what "their space" may be like. This will be scheduled after Labor Day. The search committee is:
  - Caryn Perley, Trustee, Chair
  - Sharon Andres, President of the Friends

- Claire Carlson, Trustee
- Ed Golding, Community Member
- Robie Grant, School Committee Member
- David Moskin, Trustee
- **Facilities Update:** Step railings are being manufactured now. Noel will be back in town on the 17<sup>th</sup>; David will touch base with Noel about getting the cement sealant done.
- **Clean Up Project:** tentatively scheduled for September 9th, possibly closing a few hours early on that day. Trustees could come at 5PM, work for a few hours, and then stay for the usual meeting.

**New Business:**

- **Review Draft of Library Director’s Contract:** David drew up a draft contract. He will continue to collect examples from other towns in case there are any additional good ideas we can use. He will also talk with the Town about how much control the Trustees have over raises and other benefits and whether or not contracted employees need to fill out time sheets, etc. Would like Trustees to be able to approve the contract by November.
- **Discussion—Planning and Design Grant Process:** Alison talked with Rosemary Waltos of the MBLC about moving forward simultaneously with the Planning and Design grant and ongoing renovations. Main issues were the circulation desk (which might not be suitable to be used in a final library design) and the potential moving of the children’s section to the library (which the MBLC is not in favor of). Trustees agreed that we have put so much work into the circulation desk that it needs to be completed, even if we don’t end up using it in a redesigned library. Discussion of the potential shelving which the Town has given us funding for. We will ask more questions about the reusability of the proposed shelves. General consensus is that we should move forward with the Planning and Design process and review all future moves/purchases/projects with a lens to whether or not X move/purchase/project will be at cross-purposes to the Planning and Design process. Rosemary is coming to talk with Patrick and tour the library on August 14<sup>th</sup>; Alison and Caryn will meet with her after she talks with Patrick.

**Donation:** we got an anonymous donation from UMass for \$563.24 which will be put directly into the Library Trust Fund.

**Budget:** We are only one month into FY15 but everything is going smoothly. Caryn will meet with Patrick and the staff about the supplies, programming, and book line items. Caryn has talked with the Town about access to the budget software (VADAR) being transferred from Jane to the Chair of the Board of Trustees and the Library Director (and in the absence of the latter, the Senior Librarian).

**Thank You Letter:** Letter to Jane in July from Umass thanking her for the donation of “Farm and Home Cookbook and Housekeeper’s Assistant” (1907). No one is really sure what the process of this was.

**Fall Festival:** September 27<sup>th</sup> Goodwin has been asked if they want to participate again. Patrick/Caryn will ask the staff if they are interested in participating.

**Adult Programming:** Jo-Ann received an email from Jen Loebel who is interested in doing a Healthy Family Workshop at the library on September 10<sup>th</sup>, 17<sup>th</sup>, or 24<sup>th</sup>. Everyone agreed it was a good idea and Jo-Ann would be back in touch with Jen offering her the 24<sup>th</sup>.

**Wine Tasting:** October Friday night date pending, featuring Carr's hard cider. Considering using high school students for music.

**State Treasurer:** offering to do a live screening explaining the state budget. Jo-Ann will be in touch with them for more details.

**Friends:** feeling a little inundated with funding requests; the Trustees should develop a process for requesting support from the Friends. This is something that should probably wait for a permanent Director.

**Home Depot:** grant until September 15<sup>th</sup> to get money (up to \$15,000) for flooring for basement; David and Jo-Ann can work on this together.

**Action Plan:**

- Caryn will ask Norm Barstow, head of the Cemetery Committee, if they have a copy of the binder.
- David will be in touch with Noel about completing the cement sealing project before the railings are to be installed.
- Patrick/Caryn will ask the staff if they are interested in participating in the Hadley Fall Festival Day.
- Jo-Ann will let Jen Loebel know that the library would be happy host her program on September 24<sup>th</sup>.
- Alison, Cary, and Patrick will meet with Rosemary Waltos on August 14<sup>th</sup>.

**Next Meeting:** September 9, 2014 7PM at the Library (5-7PM work party)

**Fall Meetings 7PM Library:** September 9<sup>th</sup>, October 14<sup>th</sup>, November 12<sup>th</sup> (Wednesday because of Veteran's Day), and December 9<sup>th</sup>

**Meeting adjourned:** 9:05 PM

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

**Votes**

- *None*