

Goodwin Library Trustees
Meeting Minutes
September 9, 2014

Present:

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

Meeting called to order: 7:14 PM

Minutes: Minutes from August 14, 2014 accepted.

Senior Librarian Report: We were open 26 days, 1504 patrons; 50 patrons per day. ARIS data has been submitted. Patrick went to a workshop on submitting the state aid data due in October. Computers and printer are all up and working. New computers are a big improvement over the old computers. Turns out, we can donate old, not-used computers to the public so we might consider a lottery. Pioneer Heating has called about scheduling a cleaning in October. The clean-up day has been postponed. Patrick and Luna evaluated a lot of the unused furniture, especially downstairs. They will tag things that the library can no longer use. Alison will see if Kids are already coming in with school projects looking for help. Luna is going to call Hadley Elementary to see if the library can get more advance notice about the projects likely to come so the library can be better prepared with materials for the kids. Sue has applied to a MBLC scholarship fund to do an online class through Simmons.

Staff will be meeting to discuss programming from last year to plan programming for next year. There are grants through Target available to places like the library for supplies. Application comes out in February. David would also like to help out with programming.

Upcoming programming:

- Jen Loebel workshop on healthy living for families on September 24th
- Lynne Bowmaster will offer a writing workshop on Mondays from October 6-November aimed at teens and young adults. Patrick will check with Luna and Karen to make sure one of them can stay until 8PM those nights to lock up. The library will still close at 7PM.
- Series of talks about local entrepreneurs from Hadley who are (Michael Doctor whose barn is cooled by night air, the Valley Malt folks, the owners of Quarters, etc) is another possibility.

Old Business:

- **Planning and Design Committee:** Committee has nine members solid members and one pending teen member plus an alternate each from the Municipal Building Committee and the Friends. First meeting was last Thursday night. They discussed logistics and timeline and

committee was asked to come up to speed on background reading. They should have a website up by October. The next meeting (October 2nd) will be devoted primarily to choosing the Building Consultant (although as of yet we have no applicants).

- **Civil War Grant update:** Claire reported she has contacted William Myer who will be restoring the portrait of Gen. Hooker and Brian who will be restoring the civil war books. They will contact Patrick to arrange a time to come pick the items up and get started on the project. In the meantime, Claire has contacted Friends' president, Sharon Andres about fundraising idea. The Friends next meeting is Sept. 23. William Myer has offered to speak about the painting at an event if desired.
- **Circulation Desk update:** Noel reported he and Chet Able will soon meet with the third carpenter for the circulation desk and then have a recommendation for the Trustees in a couple of weeks. They are suggesting the desk be built and stored until the appropriate time to install, (after the ceiling and light project is done).
- **Cemetery records for the Historical Society:** they are interested in getting a copy of the historic cemetery records currently stored in the library (six binders on the second floor). Trustees agreed to get the copies and then charge the Historical Society who have said they are willing to pay for it. Caryn will also look into having them scanned at the same time.
- **Library Director Search:** Application closed; committee is meeting tomorrow to decide who to bring in for interviews. Nine applications were received. Goal is to have finalists ready before the next Trustee Meeting (October 14). Trustees will interview finalists mid to late October.
- **Volunteer Policy:** this will be tabled for the time being.

New Business:

- **Review Draft of Library Director's Contract:** David has passed along a draft for the Trustees to review for the next meeting. Trustees should email comments directly to David.
- **Ceiling/Lighting/Shelving Projects:** Noel reported he will work with Chet Abel to assemble the scope of work for the ceiling from Steve, and from Willy Danylieko, for the electrical and lighting scope of work. Both will be compensated for their time. Caryn has offered to help pick out the lighting and bring the recommendations to the Trustees for approval. Noel and Caryn will work on the shelving project when after the ceiling and lighting projects are out to bid. The rails for the steps will be installed in the next two weeks. Noel will continue to work with Debbie Windoloski from the Friends as the brick garden path gets underway.

Friends: they have not met since the last meeting. Nicole Blum from Carr's has OK'd the hard cider tasting. Date is October 24th 5-7. There was agreement that the Trustees can work harder on coordinating the requests for fundraising and other financial support.

Time Sheets: Town is revisiting the requirement for salaried employees having to sign time sheets. The new time sheets will just ask salaried employees to account for sick/vacation/personal time but not write down all hours worked for each week. This is what we will do for the new Library Director.

Action Plan:

- Caryn will look into getting the cemetery records copied.

- Patrick and Luna will tag unwanted furniture in the basement
- Alison will see if either Salvation Army or Big Brothers/Big Sisters might be interested in taking any of the unwanted furniture.
- Trustees will review the draft employment contract.
- David will consolidate comments on the employment contract and produce a second draft.
- David and Jo-Ann will measure the basement floor this week
- Noel will work with Chet Abel to assemble the scope of work for ceiling and lightning work
- Caryn will pick out the lighting and bring suggestions to the Trustees for approval
- Noel will work with Debbie Windoloski to advance the garden walkway

Next Meeting: October 14, 7:15PM at the Library

Fall Meetings 7PM Library: November 12th (Wednesday because of Veteran's Day), and December 9th

Meeting adjourned: 9:05 PM

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

Votes

- *Motion to accept the members of the Planning and Design Committee passed unanimously.*