

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

Present:

Claire Carlson
Alison Donta-Venman
Jo-Ann Konieczny, Vice-chair
David Moskin
Caryn Perley, Chair
Patrick Borezo, Library director

Meeting called to order: 7:03PM

Approval of minutes:

- September 9, 2014 approved with no changes
- October 6, 2014 approved with no changes
- October 9, 2014 approved with no changes
- October 15, 2014 approved with no changes
- October 21, 2014 approved with no changes
- October 21, 2014 EXECUTIVE SESSION approved with no changes
- October 29, 2014 approved with no changes
- October 29, 2014 EXECUTIVE SESSION approved with no changes

Reception dates:

- Town Employee Reception - November 13, 2014 from 4:00 – 5:30PM
- Trustees, Friends, staff, and Planning and Design Reception—November 14, 2014 from 7-? PM
- Public Open House - November 19, 2014 from 6:00 – 7:30 PM

Director's Report: 1,424 visits in September, 57 per day, 10.6 per hour. In October, 1,499 visits, 58 patrons per day, 10.2 per hour. Luna attended the staff meeting at Hadley Elementary on October 7th. Library is entitled to free cable from the town and it is now installed in the library. Fire system was tested and furnace has been services.

Cost to fill in and reseed the path outside will be ~\$360. Discussion of whether to ask the town if they can fill it in instead. Patrick will ask Gary Berg to see if it is possible, especially since they are next door at the Senior Center doing landscape work anyway.

Patrick has set up his office on the second floor. He is considering setting up the CWMars port upstairs but the Goodwin can only have three ports for the current cost, and setting up upstairs would mean they cannot use the connection in the basement. To set up another port upstairs would be a one-time cost of \$600. Patrick has spoken with Hank about replacing both the staff computer and the public computer in the basement. If there is still enough money in the technology budget, Patrick will also get the fourth port activated.

Since the end of July to present, we have had over 130 hours of service to the library (teen and adult). 20 in attendance for the Russ Powell talk. Lynn Bowmaster was filled with pre-registrations, some people have not been able to come on some weeks. There is one session left. Kids chess has started again. Attendance has gone up since the library has started having pre-registrations. Weekly story time still happening, about half dozen kids come every week. Talking about adding a program on Thursday mornings. Luna and Patrick are working on a schedule of events for November and December. Working on teen movie night and would like to have a music performance night on a Friday after hours. Saturday December 6th is Friends' Holiday Open House 1-3.

Old Business:

- **Landscape bill:** we had not received a bill for the June mowing in the last fiscal year. We finally got the bill; it was \$200 for four mowings. This cannot be paid for from FY15 budget so Trustees voted to pay it from the LigMeg funds.
- **Civil War grant:** no updates.
- **Cemetery Records for Historical Society:** price from Collective Copies comes to ~\$300 per copy job. Historical Society said they would be happy to pay for it. Patrick is working with them to make this happen. Patrick will take responsibility for taking the records to Collective Copies and picking it up along with the copies.
- **Parking:** V1 Vodka, which has moved into the church next door, is going before the Select Board tonight to ask for an easement through the Senior Center parking lot and also for the ability to use the library/Senior Center parking lot for parking for events. Jo-Ann is going to attend the Select Board meeting on behalf of the Library Trustees tonight. Parking update: Jo-Ann attended the Select Board meeting. Representative from V1 Vodka did not show up. No decisions were made.
- **Basement:** staff has been re-using and repositioning some of the extra furniture. There are still some pieces that cannot be used. Patrick and Alison will go through it; maybe Big Brothers/Big Sisters might take some of it.
- **Circulation Desk:** Noel and Chet Abel are still waiting for the final estimate/contract on the desk. Noel and Chet are working to get the scope of work for the lighting. Patrick and Caryn will touch base with Bernadette who is putting it together.
- **Railing:** seems to be complete but not painted. Patrick will call Arc Welding to get an update.

New Business:

- **Director's six month goals and objectives:** Caryn and David met with Patrick and came up with goals and objectives per month. David and Caryn will meet with Patrick the first week of December and report back to the Trustees at their next meeting. This approach will continue for six months. At the six month period there will be a more formal review.
- **Library Policies:** Patrick will be working on updating the collection and volunteer policies
- **Staffing scenarios:** currently understaffed, since we are down almost one full FTE, and we have only enough hours to cover the library with two staff members at one time. Propose turning Luna's position into more of a true children's librarian position, perhaps with more hours a week (which would also mean benefits—26-29 hours/week). Would also like to look into hiring a part-time young adult person. Perhaps also 5-10 hours a week for another circulation

assistant and a high school-age page position. Looks like these staffing possibilities would all work within the existing personnel budget.

- **Building Program Data tour:** Alison showed the charts and tables that will make up the bulk of the data to be used for the Planning and Design process. Data show clear increase in circulation and visits over time and relative inadequacy of square footage of the Goodwin compared to comparable communities in western Massachusetts and when measured against the national standards. These data will form the basis of work for the Building Program along with the qualitative needs assessment by the Director and staff and input from the community.
- **Long-range Trustee planning:** Jo-Ann has created a basic spreadsheet for Trustees to keep track of the various things that we need to get done this year.

Friends' Report: need for joint meeting of Director, Friends board, and Trustees to outline roles of each. Jo-Ann will set it up.

Action Plan:

- Jo-Ann will attend the November 12th Select Board meeting
- Patrick will drop off the cemetery records at Collective Copies and pick them back up with the copies once it is done.
- Caryn and Patrick will check in with Bernadette about the scope of work for the lighting.
- Patrick will call Arc Welding to check on status of railing.
- David and Caryn will meet with Patrick the first week of December to check in on progress on November goals. They will report back to the Trustees at the December meeting.
- Jo-Ann will set up joint meeting of Trustees, Friends, and Director.

Next Meeting: December 9, 7:00PM at the Library. January 13, 7PM is the following meeting

Meeting adjourned: 9:20PM

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

Votes

- *Motion to pay the June 2014 landscape/moving bill from Baystate West of \$200 from the LigMeg money.*