

**Goodwin Library Trustees
Meeting Minutes
December 9, 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: 7:14 PM

Approval of minutes: Minutes from November 12, 2014 approved with no changes.

Director's Report: In November, 1,191 patron visits for an average of 54 patrons/day (57.7 in October) and 10.1 patrons/hour. The Library will deviate from its normal hours on Wednesday, December 24th and Wednesday, December 31st to allow staff to be home for Christmas and New Year's Eve. The Library will open at 10 AM and close at 4 PM on both days.

The Goodwin has been recertified for the year from the MBLC and has been awarded \$3,140 in state aid.

A 27 hour benefited Children's Services Librarian position has been created and is now held by Luna Greenwood. A draft job description for a part-time Young Adult Services Coordinator has been created and will be posted this week. Additionally, an ad for a second Circulation Assistant position (same job description used this Summer) will be posted.

Funds taken from LIG/MEG to pay Baystate for services rendered in FY14 ultimately amounted to \$50, not \$200 as previously expected (multiple invoices had been submitted for the same time period with slightly different dates) and only one grass cutting was found to have been unpaid.

Scheduled 2nd grade class visit to the Library. ~40 students will be visiting for an hour to tour the library, learn about our services and collections. 30 new library cards will be issued to students who do not already have one. Copies of the Planning & Design survey were delivered to the Hadley Elementary to be sent home with students. Copies of the survey and a collection box were delivered to the Hopkins school library. Hopkins Academy has been set up with a library card so they can request books and materials.

Ana will begin including the 2nd floor in weekly cleaning visits. Additional space will add \$10 per week to the cost of custodial.

Two additional computers were ordered by Hank Allan to match the specifications of those purchased this summer—arrived today. One machine will be used as a staff work station in the

basement and the other will replace the last donated PC from the Jones, also in the basement. A fourth Evergreen port was needed to allow for four work stations on three floors. The ultimate cost of the upgrade was \$300 (not \$600 as previously reported.)

Building improvements to be considered for FY16 include:

- upgrading 2nd floor windows to include storms
- replacing leaking faucets in basement
- wall mounted AC/heater in basement similar to those on first and second floors to improve ventilation and eliminate the need for the freestanding dehumidifier currently in use.

2015 Artist schedule

Artists have asked about serving wine at the openings. We would have to get a permit at a Select Board meeting. Patrick will talk with the new Secretary to the Town Administrator to find out what else might be involved.

- Jan/Feb – Russell Powell (paintings)
- March/April – Heather Sky Fulton (painting / collage)
- May/June – Linda Ruel Flynn (botanical collages)

Old Business:

- **Planning and Design report:** work is ongoing; focus currently is on writing the Building Program. We are primarily in data collection phase and there is the survey in the field. 107 responses so far. Planning and Design would appreciate Trustees helping to advertise the survey.
- **Collaborative meeting with Friends:** Jo-Ann, Patrick, and Sharon Andres, head of Friends, will lead the meeting. Goal is to complete a chart of responsibilities for the Director, Trustees, and Friends for Goodwin. Trustees are looking forward to increased interest and excitement about Friends' efforts.
- **Personnel Subcommittee report:** Caryn, Patrick, and David sat down yesterday to discuss the progress toward Patrick's short-term goals. Things are going well and they are keeping a working document to keep track of everything.
- **Circulation Desk, Ceiling, and Lighting projects update:** cabinet-maker for the circulation desk has been chosen and the details of the contract are being finalized. Scope of work for lighting is being done by Bernadette Danylieko. Chet Abel and Noel are putting together the scope of work for the ceiling. Discussion of whether or not we need a general contractor to oversee all the projects. An example is the railings; the job isn't completely done and the invoice is now here.
- **Basement flooring and other Facilities projects update:** No asbestos found in the basement. Discussion about replacing the carpet downstairs. Can it be done before the work upstairs is done? Could we finish the flooring and then keep the library open during the upstairs work by using the basement? It would not be fully accessible. Perhaps it would be better to be open temporarily at the Senior Center for a few weeks. Agreement that we would wait a while on the carpet and instead focus on the overall timeline for physical work on the library.

New Business:

- **Library policies:** once policies are finalized, Patrick would like to post them on the web site
 - Collection development policy: one adopted by Trustees in 2009 and it said it would be revisited in three years. It does not seem to be very out-of-date and Patrick will bring it to the next Trustee meeting for a first reading.
 - Volunteer policy: one does already exist. Patrick will update it and bring it to the Trustees.
- **FY16 budget:** Patrick has started to work on it. Caryn would like to reconstitute the budget subcommittee—Alison and Jo-Ann will serve. Town has asked for a budget of 2% above FY15 levels January 16th is deadline for submittal. Alison will distribute the spreadsheets created for the long-range budget.

Action Plan:

- Patrick will ask Connie Mieczkowski at Town Hall about the Town line for the Planning and Design funds.
- Alison, Jo-Ann, and Patrick will meet to work on FY16 budget
- Alison will send the budget spreadsheets to Patrick and Jo-Ann
- Caryn will distribute the framework for the monthly check-ins with Patrick to the rest of the Trustees

Next Meeting: January 13, 2015, 7:00PM at the Library.

Meeting adjourned: 8:44 PM

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

Votes

- *None*