

**Goodwin Library Trustees
Meeting Minutes
January 13, 2015**

Present:

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

Meeting called to order: 7:10PM

Approval of minutes: Minutes from December 9, 2014 approved with no changes.

Director's Report: November open 26 days, 141 hours. 1347 patron visits. Avg patrons 51.8 / day (54 in November). Avg patrons 9.5 / hour (10.1 in November). Total circulation up 14.71% vs. Dec. 2013. Total 2014 circulation up 7% over 2013 (calendar year).

Applied for 6 or more refurbished laptops from Cigna Insurance via a local contact. The donation would be received through the Friends. 2 new PCs installed (1 staff and 1 public). With one exception, all computers in the library are now new. \$2,141 remains from the Library Information Technology article. We could use that for a scanner and/or a new printer.

DPW filled in path to back door and it can be seeded in the spring.

Estimate for the snow guard from Rivet came in for \$5,625; they say they can do the work this winter. This money would come from the LIG/MEG fund. Trustees approved the contract; Patrick will be in touch with Rivet to get the work done as soon as possible.

Anna, who has been doing the custodial work, is now doing the custodial work for the entire town. Due to her schedule, Patrick has now given her the key—she has the key to the other town buildings as well.

Library earned two Cultural Council grants--\$600 for the ukulele series and \$275 for a storyteller as part of Summer Reading.

Review Contract for Circulation Desk: Noel and Chet Abel got quotes from four local woodworkers. Ted Giles was the second lowest bid but he had the most impressive record of work, including the circulation desk at the Williamsburg Library.

Column and beam wrap would ideally be done when the ceiling comes down for the wiring and lighting work.

Desk can be built ahead of time of installation and stored, but if the woodworker doesn't have time, it might have to be stored elsewhere. Second floor of the library?

The circulation desk could be put up before the ceiling/lighting work but it runs the risk of getting damaged. At minimum, it shouldn't be put in until the old ceiling is down.

Best case scenario with ceiling and lighting, everything is done and installed by mid October 2015. Worst case scenario is that we don't get ceiling/lighting contractors in place before we have an architect on board for Planning and Design. What if the architect tells us we cannot meet our space needs with our current building in its current configuration and thus we would not do the ceiling/lighting work (or do it in this way)?

Discussion about approving the contract for the desk but not the contract for the columns and beams (since the latter is reliant on the ceiling work being done). Tabling the contract for the columns and beams until the Planning and Design process is farther along and we have more information.

Once the desk is installed, the library staff proposes avoiding too much radical change. Propose moving the children's area to the back fiction room. The AV corner would be moved to where the picture books currently are (on church side). The current AV space will become the computer area. The current circulation area would become the seating area, perhaps using the circular table. Adult fiction would be along the wall behind the new circulation desk and where the DVDs currently are now.

Downstairs would stay largely as is. Would like to weed paperbacks and integrate remaining paperbacks in with the general fiction collection.

Old Business:

- **Ceiling and Lighting project:** Timeline for the ceiling work to start might be August 2015 but more realistically the bid will probably not go out until August. Chet Abel is done with scope of work for ceiling. Lighting Design is done and fixtures just need to be chosen. Wiring design needs to be done. Scope of work for projects needs to be done and given to David Nixon. Once approved, it needs to go out to bid and then contractor chosen and contract(s) approved. Caryn will take over work for the ceiling and lighting project after Noel's departure.
- **Planning and Design report:** Alison presented results of Planning and Design Survey and plan for Public Forums on January 26th (7-9PM) and January 28th (10-12AM).
- **Personnel Subcommittee report:** Caryn and David met with Patrick to go over two month review and things are going well. Caryn and David will meet with him again in the beginning of March.
- **Friends update:** Jo-Ann proposes putting together a year-long "ask" for the Friends in February, to be presented to the Friends in March. Patrick will put together a list—including summer reading items—to share with the Trustees in February. Jo-Ann would like to solicit a member of the Friends to start attending the Trustee meetings. Robie Grant is interested in

starting a Capital Campaign Committee as part of the Planning and Design into Construction grant phase. She will be proposing this to the Friends tomorrow night.

New Business:

- **Library policies:**
 - Collection Development (approved 12/2009): Have reviewed and made minor revisions to Collection Development policy. I can only find this document in hardcopy, so it will likely need to be retyped. I will circulate this to the Trustees when the draft is complete. First reading of this policy will be in February and the second reading will be at the March meeting (with vote).
 - Internet Use and Safety (updated 2009)
 - Volunteer Policy and Application (2002) CORI form has been added (2014) First reading of this policy will be in April and the second reading and vote will be in May.
 - Exhibiting artist agreement (2011)
 - Policy of the Board of Trustees of the Goodwin Memorial Library Re: State LIG/MEG grant funds (2006) More of a statement than a policy.
 - Lending Policy (2008)
 - Town Personnel Handbook.
- **FY16 budget:** Patrick, Alison, and Jo-Ann met last week to discuss the FY16 proposed budget. Patrick presented that budget tonight at the meeting. It represents only an increase of 1.9% over the FY15 budget. Proposed budget passed unanimously.
- **Trustee Resignation:** Noel's plan is to resign as a Trustee. We want that to be done in time to have a vacant spot on the ballot. Noel will resign before February 19th.
- **Long-range Trustee planning:** Jo-Ann has begun setting up the Trustee planning calendar for 2015. As things are added to the workload of the library, we will begin to fill in the agenda for each month.
- **Basement flooring:** David and Patrick will look at proposal for flooring for the basement floor. Discussion about flooring material.
- **CPA meeting:** Caryn is going to their meeting next week to update them on the CPA lines currently open for the library. Still working on the scope of work for the ceiling and lighting. Only minimal expenditures for the Planning and Design line associated with the survey administration.

Action Plan:

- Noel will let Ted Giles know the Trustees have voted for the circulation desk contract and find out when work can begin.
- Caryn will work with Noel to understand status of ceiling and lighting project and get an electrician to complete scope of work for electrical project.
- Noel will submit his resignation as soon as he concludes his contract work with Ted Giles.
- Patrick will present laptop proposal to the Friends at their meeting tomorrow night.
- Patrick will take the contract to Tim Neyhart and work with Rivet to get the work done as soon as possible.
- Trustees will all come to at least one Planning and Design Public Forum
- Caryn and David will meet with Patrick at the beginning of March for the four-month check in

- Patrick will put together a list of potential budgetary requests from the Friends (encompassing an entire year) to share with the Trustees in February.

Next Meeting: February 10, 2015, 7:00PM at the Library.

Meeting adjourned: 9:34PM

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

Votes

- *Motion to approve contract for circulation desk as submitted by Ted Giles (\$16,288) to be paid from the Kate Nugent fund with the work to begin as soon as possible approved unanimously.*
- *Motion to approve contract for the snow guard work as submitted by J.D. Rivet & Co. (\$5,625) to be paid from LIG/MEG funds with the work to begin as soon as possible approved unanimously.*
- *Motion to approve proposed FY16 budget as presented by the Library Director approved unanimously*