

**Goodwin Library Trustees
Meeting Minutes
February 10, 2015**

Present:

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

Meeting called to order: 7:35 PM

Approval of minutes: Minutes from January 13, 2015 approved with no changes.

Director's Report: Hired Kelsey George at the end of January to be the new Young Adult specialist. She has already met with the Hopkins librarian and is planning Wednesday night programs for teens twice a month. She has also set up Facebook and Twitter accounts. She is also doing the regular library business, working the circulation desk, etc. She is here Tuesday, Wednesday, and Thursday afternoons after school until closing.

Rory Grant-Wingate has been hired into the page position for 6 hours a week to help with shelving and book processing. She is at Hopkins and has already been working as a volunteer.

Circulation Assistant position (part-time) is also being advertised. A number of applications have already come in. Patrick and Luna are going to sit down and review them this week.

Seven volunteers this month contributed about 50 hours.

Annual Report is due by February 18th. Patrick will write the Library submission and Jo-Ann will write the Trustee submission.

Incident this past week where some IV drug users apparently used the bathrooms to shoot up and then one of them passed out on one of the computers. The staff managed to rouse the individual and check up on his friend who was still in the bathroom and the two went on their way.

Circulation Desk construction and installation: Jo-Ann, Caryn, Patrick, Noel, Builder and Chet met last week to discuss the contract for the desk. Contractor talked about his concerns about doing the partial job (desk, but no columns). Trustees talked to them about the concerns expressed by the trustees. We discussed the timeline of the job and the permanency of a desk when we are not sure of the future of the library. Both Chet and the contractor agreed we needed changes. Decided to bring a different proposal back to the trustees. Now would like to construct a desk that can be placed in the corner of the Goodwin where the children's area is currently (original preferred position by Patrick and staff). It would be completely modular and able to be used in our new or expanded library. We can choose to box the columns or not update the columns – the desk will

not involve a column. Trustees have agreed to authorize up to \$1,000 for Chet Abel to design the new corner circulation desk. Ideally, this will be available for review at the March meeting.

Old Business:

- **Ceiling and Lighting project:** Jo-Ann has contacted Willy Danyliencko for him to draw schematics. If he cannot do this we will look at another electrician this month.
- **Snow Guard Project Update:** quote that was approved last meeting was sent to Tim Neyhart. He and Gary Berg thought that we didn't need more/new tabs; they think we need two sets of pairs of rails, one on each side. Patrick is still working with the roofer on this. Suggestion of a scaffold to be put up under the key area of problem. Patrick will email DPW and David Nixon and ask if there is a temporary solution to the snow situation at the library.
- **Planning and Design report:** Planning and Design Committee held two public Forums on January 28th (morning) and January 29th (evening). Turnout was low for both sessions, possibly due to the snowy week. The forum Thursday night was taped and available on Public Access TV. Slides presented were also posted on the [Planning and Design website](#). The Committee met on February 6th and conducted a visioning exercise focused primarily on the location of the library. Agreed that the Building Program would specify that the architect explore multiple possibilities—renovate existing library, explore the use of the Russell School, building a new library on the land behind the Hooker School. The architect will also be instructed to consider that all town-owned properties on/near the corner of Rt. 9 and Middle Street might be available for the library project (as per the Municipal Building Committee). February will be spent writing up the Building Program (to be reviewed and approved at the March Planning and Design Meeting) and the writing up and posting of an RFP for an Owner's Project Manager. Staff is meeting to discuss the vision of the library on February 23rd. Jo-Ann is attending to take notes. Planning and Design will be doing a tour of the library at the next meeting—March 3rd.
- **FY16 Budget update:** Presentation of the budget to the Select Board scheduled for March 4th. Trustees are encouraged to attend.

New Business:

- **Library policies: Collection Development Policy First Reading:** Patrick has sent it to the Trustees who have read it. It represents minor revisions from the 2009 document.
- **Basement improvements:** David and Patrick sent the Trustees a number of estimates from Sunderland Floors. Looked at MCT tile (marmoleum) which would be ~\$15,000 and basic vinyl VCT tile which would be ~\$10,000. A number of designers David consulted suggested that MCT might be overkill, especially considering that we might not be using the basement if we are renovating, etc the library. Carpet (main room) would be about \$5,000 for the cheaper carpeting (5-10 years) and \$6,500 for the better carpeting (10-15 years). Money would come out of Lib/Meg and we might put it on our list to the Friends.
- **Shelving:** Patrick sent Trustees a schematic of shelving for both floors. Asked about putting casters on some of the shelving on the first floor. Also asked about removing some of the tall shelving in the basement to replace with shelving along wall and addition of two moveable, modular units. Total was \$20, 313 with state discount it is \$13,000. Can we use the CPA shelving money to fund this? Claire will look into this and report back at the March meeting.
- **Proposals for Friends' "Ask List" for upcoming year:**

- Useable, folding, metal chairs for meetings/programs \$800 for ~30 chairs
- New exterior sign to go near the road. The Leverett Library has one. ~\$2,000
- **Trustee Position vacancies:** Noel Kurtz has resigned his Trustee position. There are three vacancies. Alison and Jo-Ann have submitted their papers but that would still leave the Trustees with one vacant position (that is a two-year position). Jo-Ann has posted a flyer in the library.
- **Capital Campaign Committee:** Robie Grant has agreed to head up a Library Capital Campaign Committee. She and Jo-Ann are spearheading this and are working on a write up to advertise for those interested. Trustees are encouraged to put forth anyone they know who might be interested. The Capital Campaign Committee is coming out of the Friends' 503-C umbrella. Community Foundation of Western Massachusetts deadline for grant submissions is February 28th. David suggests that Capital Campaign Committee write a grant for the Community Foundation to help the Committee learn about how to run a capital campaign. Jo-Ann will follow up with David on this.

Action Plan:

- Jo-Ann will write the Trustee version of the Annual Report for Town Meeting.
- Patrick will write the Library version of the Annual Report for Town Meeting.
- Patrick will continue to work with the roofer about the snow guards.
- Patrick will email DPW and David Nixon and ask if there is a temporary solution to the snow situation at the library.
- Jo-Ann and David will work together to try to see if the Capital Campaign Committee can write a grant to the Community Foundation of Western Massachusetts before the February 28th deadline.
- Claire will look over the CPA wording regarding the shelves.
- Jo-Ann and Patrick will go to the next Friends meeting to request funding for the exterior sign and folding chairs.

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

Meeting adjourned: 9:09 PM

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

Votes

- *Motion to ask Friends to fund new exterior sign (~\$2,000) and folding chairs (~\$800) approved unanimously.*
- *Motion to approve up to ~\$1,000 to pay Chet Abel to re-design the new corner circulation desk approved unanimously.*