

**Goodwin Library Trustees
Meeting Minutes
May 12, 2015**

Present:

Alison Donta-Venman
Maureen Jacque
Jo-Ann Konieczny, Vice-chair
David Moskin
Caryn Perley
Alan Weinberg
Patrick Borezo, Library director

Meeting called to order: 7:03PM

Approval of minutes: Minutes from April 14, 2015

Director's Report:

April: open 25 days, 1517 patron visits, Avg 60.7 patrons/day (54.5 in March), Avg 10.7 patrons hour (9.98 in March), Total circulation up 7.75% over April 2014, 3,630 items circulated in April 2015

April circulation highlights:

- YA print up 47.9% over April 2014
- Adult audio up 31.7% over April 2014
- Adult print up 17% over April 2014

Budget

A little ahead of the expenditures in the electricity and phone lines but behind in gas. The money can be moved between the line items as necessary at the end of the fiscal year. Currently get wireless internet through Charter and phone through Verizon. Patrick will look into bundling both with Charter.

MBLC P&D Funds Disbursed

1st and 2nd payments totaling \$40,000 have been made to the Town for use in the Planning & Design process. These funds are in a separate account from the \$25,000 authorized by CPA.

Staff restroom sink

Faucet is dripping continuously causing condensation on pipes and water on walls / floor. Gary Berg believes this old sink is not up to code as the hot and cold water come out of separate taps and cannot be mixed to control temperature. Gary will consult the plumber. He guesses cost to be approximately \$400 to replace sink and taps. This could come from interior maintenance budget.

Railings

Scheduled work with John Mieczkowski, Jr. for Monday, May 4. No show. Voicemail is full. Patrick will send a certified letter requesting a finish date and informing him that if this does not happen,

the contract will be considered invalid, the remaining \$500 owed for the job will not be paid, and the Trustees will hire someone else to finish the job.

Lawn reseedling

Requested that Baystate throw down grass seed on refilled path upon next visit.

Friends' Folding Chairs

32 metal folding chairs have been ordered via Demco for delivery this week. Invoice will be paid by Friends.

Summer Reading Events

Schedule of events has been switched mainly to Fridays due to heavy, mixed use of Library and Senior Center on Wednesdays. Schedule is as follows:

- Friday June 26th 5:00-7:30 PM “ Old Time Country Fair” -
- Friday, July 10, 6:00-7:00 Troll & Fairy Houses
- Friday, July 24, 6:00 – 7:30 MINUTE TO WIN IT
- Friday, July 31, 6:00- 7:00 “ TAG! You’re it!” followed by an ice cream party!
- Monday, August 24, 6:00- 7:30- Improvisational Theater Workshop and Performance
- Learn to Code With Kelsey Tuesdays July 14, 21, 28 and August 4 from 11am – 3pm. Must sign-up in advance. 4th – 8th graders will be introduced to basic computer coding through programs like Scratch. Each lesson is unique so participants can choose to sign up for one or multiple.
- Teens Teach Tech Tuesdays July 14, 21, 28 and August 4 from 12:30-4 pm. Teens Teach Tech is a new program at our library where teens in 8th – 12th grade help community members learn computer skills. Teens will assist in coding lesson and tech workshop for community members.
- Paper Towns YA Book Club: Thursday July 16, 2-4pm.

Director's Vacation: Saturday, June 20 – Sunday, June 28

Old Business:

- **Ceiling and Lighting project:** on hold until we hear from the Municipal Building Committee regarding the finalization of the hire of their Building Consultant who will be completing the electrical design for the library
- **Planning and Design report:** Building Program has been completed and filed with the MBLC which has approved it without revision. Rosemary Waltos from the MBLC Building Program called the Building Program “fantastic” and asked if it could be used as a model for other libraries. Building Program was distributed on paper at Town Meeting and will be posted electronically on both the Planning and Design and Town websites. The Committee received 5 applicants for the OPM position. Committee reviewed them and moved to enter into negotiations with DA Sullivan of Northampton for OPM services. Negotiations are now in the hands of David Nixon. If negotiations fall through with DA Sullivan, the Committee has chosen SBS of Agawam (now merged with Collier, a national company) as a second place candidate. Ideally, the successful OPM will be at the next Planning and Design meeting on June 4th.

New Business:

- **Lower Level Renovation Plan:** Will reach out to the Friends for help once there is a time and date for Monday May 18th—Packing Day.
 - May 11 – 20: basement clean out / boxing (BOXES NEEDED!)/ disused furniture removal
 - Monday May 18th: Packing Day. Volunteers needed.
 - Week of May 18th: volunteer painting in restrooms after hours. Maybe Wednesday the 20th in the morning and Thursday the 21st after hours
 - Thursday, May 21: Gary Berg disassembles free-standing metal shelving / move furniture out of basement temporarily covered with tarps on north side of building.
 - Tuesday, May 26: 7 AM Gary Berg removes toilets from restrooms
 - Tuesday, May 26 – Wednesday, May 27: Summerlin begins demo and reflooring of hall/restrooms. Library closed.
 - Thursday, May 28: 7 AM Gary Berg reinstalls toilets. Library reopens. Staff move boxed items from large basement room into finished hall.
 - Friday, May 29 – Saturday, May 30: Summerlin demos/refloors large basement room.
 - Monday, June 1: Gary and crew reassemble 1 free standing book stack. Move furniture back inside.
 - ~ Monday, June 21st: Tucker delivers/install new shelving.
- **Director's 6th month Review :** David and Caryn (Personnel Subcommittee) met with Patrick on May 11th for his six month review. They are recommending that Patrick's probationary period be ended. Trustees approved this motion.
- **Trustee By-law Review first reading:** Caryn recommends the addition of Article III Number 3. "Prepare a written employment contract for the Library Director, detailing basic conditions of employment, as provide by MGL, Chapter 78, Section 34."
- **Election of Officers:**
 - Jo-Ann elected as Chair
 - Caryn elected as Vice-chair
 - Alan elected as Secretary [Editorial note: thank goodness! Thank you Alan!]
- **Sub-Committees:**
 - Maureen will be the new liaison to the Friends
 - Planning and Design Committee: Alison and Jo-Ann will represent the library; Alison is Chair. Patrick is also on the Planning and Design Committee.
 - Personnel Subcommittee will handle the preparation of the job review, update the Director's contract, and help with hiring processes as needed. David and Caryn will continue in this role and be joined by Alan.
 - Budget and Capital Planning Committee: keep an eye on the big picture spending for the Trustees as well as helping Patrick with the annual and long-term budget. Alison and Jo-Ann will continue in this role.
 - Capital Campaign Committee: Jo-Ann will continue as the Trustee representative to this Committee
 - Goodwin Gift Policy Task Force: short term task force charged with researching policies from other libraries and drafting a policy suitable for use by the Goodwin that can be approved by the Trustees, ideally in August or September. Maureen will take this on.
 - Renovation Sub-committee: Caryn will continue with this work
- **Trustees Long-term Planning chart:** this will be the Chair's job

Friends Report: Friends have advertised an adopt-a-garden and members have begun to “adopt” sections of existing “gardens” at the library, weeding, mulching, and when appropriate/needed, planted new things. The Friends Garden on the west side will still be happening; Debbie Windoloski is taking leadership of this. The folding chairs funded by the Friends have been ordered and are on their way.

Select Board Meeting May 6, 2015: After the approval of Alan’s appointment, the Select Board asked the Trustees to stay to discuss the request of V1 Vodka to use the library parking (and Senior Center parking) for events. The Select Board tabled this until 7PM May 13, 2015. Trustees recommend that Select Board that V1 Vodka only be given permission to use town parking on a case-by-case basis after V1 Vodka checks with the affected entities (including the Library) at least two weeks in advance of the planned V1 Vodka event.

Action Plan:

- Patrick will look into bundling wireless and phone services through Charter to see if it will save money.
- Patrick will send a certified letter to John Mieczkowski, Jr requesting a finish date and informing him that if this does not happen, the contract will be considered invalid.
- David and Alan will connect with Patrick about painting the downstairs bathrooms
- Jo-Ann will turn Library Director job description into an evaluation form to be reviewed at the June meeting.
- David will bring information about planned giving to the June meeting

Next Meeting: June 9, 2015, 7:00PM at the Library.

Meeting adjourned: 9:14 PM

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

Votes

- *Motion to end Patrick’s probation period as new Library Director approved 4-0-2 (new Trustees abstained)*
- *Motion to elect Jo-Ann as the Chair approved unanimously*
- *Motion to elect Alan as Secretary approved unanimously*
- *Motion to elect Caryn as Vice-chair approved unanimously*
- *Motion to recommend to the Select Board that V1 Vodka only be given permission to use town parking (including the Library) on a case-by-case basis after V1 Vodka checks with the affected entities (including the Library) at least two weeks in advance of each planned V1 Vodka event to assure no schedule conflicts approved unanimously.*