

**Goodwin Library Trustee
Meeting Minutes
June 9, 2015**

Present:

Jo-Ann Konieczny, Chair
Caryn Perley (late arrival at 7:50 pm)
Alison Donta-Venman
David Moskin
Maureen Jacque
Alan Weinberg
Patrick Borezo, Library Director

Meeting called to order: 7:00 p.m.

Approval of minutes: May 12, 2015 Meeting Minutes were approved without change.

DIRECTOR'S REPORT

Select Board Liaison: New liaison to the Library is John Waskiewicz (johnwaskiewicz@yahoo.com) (Jo-Ann will reach out to John and offer to forward Trustee meeting minutes to him)

May – library open 23 days, 1444 patron visits, avg 62.8 patrons/day (60.7 in April), avg. 11.5 patrons/hour (10.7 in April). Total circulation 3,394 items (down 6% from May)

FY15 Expenditures. Patrick presented a spread sheet of the library's budget and expenditures for May and Year-to-Date. May expenditures total \$20,271.24 (\$12,000.83 for salaries and \$8,270.41 for other expenses). YTD expenditures are 81.76% of of the library's FY15 budget, with an unexpended balance of \$36,810.81.

Basement Update: Basement renovations nearly complete – floors installed, restroom sink and outdoor faucet replaced. New shelving expected to be installed June 10th - ahead of schedule. Flooring invoices ready to be submitted to Town Accountant as LIG/MEG expenditure. (Trustees approved and signed the invoices; Patrick will check into possible purchase of additional furniture and the trustees authorized expenditure of available remaining FY2015 funds for that purpose)

Railings Update: John Mieczkowski, Jr. was informed by certified mail (delivery confirmed 5/26/15) that work on the railings must be completed by 6/15/15 or other arrangements will be made for completion of the work.

Capital Budget: David Nixon has requested submittal by all town departments by August 3rd of a five year capital plan. (Patrick and the Trustees Capital Planning Subcommittee will meet on 6/30 to work on the plan.)

School Visits & Summer Reading: Kelsey visited Hopkins classrooms on 5/27 to talk about Young Adult programming at the library. Luna and Kelsey will visit Hadley Elementary on 6/11 and 6/18 to talk about summer reading programs and schedules.

Surplus Property: Patrick presented a list of computer/printer hardware that is no longer needed by the library, has a total value of less than \$500 and will be disposed of by the town upon a vote by the trustees to certify the items as surplus. (The trustees voted to certify that the items are no longer needed and should be considered surplus property to be disposed of by the town.)

OLD BUSINESS:

Planning & Design. Alison reported that the Planning and Design Committee meeting with the OPM contractor (DA Sullivan) has been rescheduled for 6/15. A vote by the library trustees is needed to approve the contract with DA Sullivan for OPM services. The trustees voted to approve the contract with DA Sullivan.

V1 Vodka: Jo-Ann reported that V1 Vodka held an event recently but apparently did not use any library parking spots. V1 did not notify the library in advance of the event, but inasmuch as no town parking was used, the trustees agreed that no further action by the trustees is necessary at this time.

Ceiling and Lighting project: Caryn reported that the Municipal Building Committee has approved a building consultant who will provide electrical/lighting design work for the library.

Trustee Bylaws: A second reading of the previously proposed revision to the Trustee Bylaw was approved. The bylaw will now contain Article III Number 3: "Prepare a written employment contract for the Library Director, detailing the basic conditions of employment, as provided by MGL, Chapter 78, Section 34."

NEW BUSINESS:

Volunteer Appreciation Event: Event would be to recognize volunteers, but would also aim to be fun event for all town (including town officials) Planned for late August, most likely an ice cream social. Maureen reported that Umass held an ice cream social event recently. She will check into vendor/costs. Friends may be asked for funding support.

Subcommittee Plans/Board Planning:

Capital Campaign: Jo-Ann suggested that there should be a memorandum of agreement with the Friends for the structure and management of the Capital Campaign. Jo-Ann will work with Robie Grant of the Friends on this.

Trustee July Planning Meeting: Jo-Ann distributed a handout of subcommittee tasks for the next year. Jo-Ann also proposed that the Trustees conduct a self performance review/report card exercise along the lines suggested by MBLC to ensure that we are functioning in an effective manner. Jo-Ann distributed handouts of evaluation related materials, and asked that the trustees be prepared to discuss at the July meeting, along with a review and discussion of ideas, plans, projects, goals, and objectives that the trustees should be working on for the short term (next year) and long range (next 5 years).

Friends Update: Maureen distributed copies of draft minutes from the 5/19 Friends meeting and reported that the Friends are considering a garden tour as a Library fund raiser for next spring/summer. It was suggested that high quality photographs of potential tour gardens be taken this year to help with publicizing the event.

Personnel Subcommittee: Trustees approved the revised job description for Library Director as submitted by the Personnel Subcommittee.

Trustees authorized Personnel Subcommittee to proceed with discussion with Director for new contract based on proposed contract as submitted by subcommittee. Proposed contract to include 2 year term, base salary of \$52,000 (subject to confirmation of availability of funds for FY2016), provision for future increases to be subject to availability of funds. Trustees will meet on 6/30 to review progress of contract negotiations and/or to approve final contract.

Performance Evaluation Criteria and future performance based salary increases will be discussed at a future Trustee meeting. Proposed performance evaluation and salary increase criteria will be sent out to trustees prior to meeting.

Action Items

Patrick will research and purchase additional furniture from available funds

Caryn will schedule meeting with Director and personnel subcommittee for contract negotiations

Alison will confirm availability of funds in FY2016 budget for proposed base salary for Director.

Caryn will circulate draft performance evaluation criteria and updated proposed contract language to the trustees

Patrick and Budget/Capital Planning Subcommittee will meet to review update and submittal of five year capital plan requested by David Nixon

Maureen will research ice cream social vendor/costs

Votes:

Motion to authorize the Library Director to purchase additional furniture for the library with currently available funds approved unanimously.

Motion to approve proposed Trustee bylaw (second reading) approved unanimously.

Motion to certify computer hardware items listed in Director's 6/9 report as surplus property approved unanimously.

Motion to approve contract with DA Sullivan for OPM planning and design services approved unanimously.

Motion to approve Library Director job description as submitted by the personnel subcommittee approved unanimously.

Motion to approve preliminary new Library Director contract as presented by personnel subcommittee to include a two year length of contract (July 1, 2015 to June 30, 2017), and to include a base salary of \$52,000 subject to confirmation of availability of funding for FY2016, as well as provision for future salary increases to be subject to the availability of funding approved unanimously.

Next Meetings: Future monthly meetings of the Board of Trustees have been scheduled for July 21, August 11, and September 8. All of these meetings will be on Tuesdays, at 7:00 pm, at the Library. In addition there will be a Trustee meeting on 6/30 to discuss/approve new Director contract.

Meeting adjourned: 9:12 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees