

**Goodwin Library Trustee
Meeting Minutes
July 21, 2015**

Present:

Jo-Ann Konieczny, Chair
Alison Donta-Venman
Maureen Jacque
Alan Weinberg
Patrick Borezo, Library Director

Meeting called to order: 7:15 p.m.

Approval of minutes: Minutes of June 9 and June 30, 2015 meetings were approved without change.

DIRECTOR'S REPORT

June – library was open 26 days, with an average of 63.3 patrons per day, and total circulation of 3,654 items (up 10% over last June).

FY15 Expenditures for non-salary expenses were within approximately \$100 of FY15 budget.

The young adult services coordinator, Kelsey George has given notice and will be leaving Goodwin as of August 5.

Railings Update: Patrick has secured bids from two companies and will proceed to engage Amherst Welding for completion of railing work. Cost will be \$860.

CW/MARS Annual Network Agreement signed and returned on July 20th FY2016 costs are \$5274.

Capital Planning: Items in revised 5 year plan (due to be submitted to David Nixon by August 3rd) will include exterior painting, brick walk, repointing of basement brick, and slate roof work for which items estimates have been requested. These items are in addition to on-going previous items such as removal of knob & tube wiring, technology and furniture purchases. Alison agreed to draft letter to Nixon including justification/rationale for requests and Patrick will provide specific details and estimates for inclusion in letter.

Articles for October Town Meeting due to David Nixon by August 26th Trustees will discuss at next meeting. Likely will include funding request for snow guards.

MBLC: Annual Information Report to MBLC is due at end of August, with Financial Report due in October. These reports determine certification of the library for eligibility for state aid. The State Budget Conference Committee released a proposed FY16 budget for MBLC which would represent a reduction of \$600,000 for Technology and Resource Sharing. These cuts will likely affect Goodwin's costs for CW/MARS services in the coming year.

OLD BUSINESS:

Planning & Design. Alison reported that the RFP for library renovation/expansion/new building is out and we received nine inquiries. Mark Sullivan (OPM) and Alison met with the potential candidates for a Q&A session. Applications are due on 8/29. Next Planning & Design meeting will be on 8/25.

Capital Campaign: Jo-Ann reported that a meeting will be set up with Community Foundation of Western Mass to discuss ways the Foundation can assist in managing Capital Campaign efforts for library funding. A Memorandum of Agreement with the Friends may not be necessary.

Ceiling and Lighting project: Defer to next meeting due to Caryn Perley's absence

Volunteer Appreciation Event: Maureen reports that the event will be scheduled for 8/21 from 5:30 to 7 pm. Three kinds of ice cream will be served. Trustees (rather than volunteers) will be asked to be servers. Patrick will put together a list of volunteers to be recognized.

NEW BUSINESS:

MBLC Trustee Orientation: Maureen reported on the recent Mass. Board of Library Commissioners orientation session for library trustees that she and Alan recently attended in Wibraham. The importance of developing relationships and outreach to foster support for the library, including with local and state officials, was an important take-away from the MBLC session.

Board Planning/Organization:

The Trustees discussed planning materials distributed by Jo-Ann, including Trustee Report Card, SWOT analysis, Short/Long Term Planning timelines and tasks. Jo-Ann led discussion of Trustee/Libray SWOT exercise (strengths, weaknesses, opportunities & threats) and review of planning goals/tasks for upcoming year. Jo-Ann will prepare and circulate resulting documents. (NOTE: Jo-Ann sent these out immediately following meeting).

SWOT Highlights: Trustees operate in a business-like manner, foster good relationships with town officials, and work to further library activities and planning in context of overall town needs and priorities, however one-third of trustee board is new. Library has added staff and programs, is fiscally responsible, has seen increase usage and circulation, and improved appearance of library; however the library is severely limited by space, the antiquated building and inadequate bathrooms, as well as subject to threat of lawsuits due to lack of full ADA compliance; The library has an excellent building program, but faces uncertainties as to future capital funding for major construction or renovations. We need to continue progress in capital planning and fund raising, outreach, and preparation of MBLC building grant. Also, work to improve out website, strengthen the Friends group, strengthen collaboration with schools, and improve record keeping of trustee documents in print

Primary Trustee goals/objectives for upcoming year include: finalizing recommendations for renovation/expansion/new building before Spring 2016 Town Meeting; putting in place structure/management for Capital Campaign; making concerted effort to ramp up outreach to increase understanding of library needs, and support for building program. Jo-Ann suggested that Trustees look

for opportunities/places to talk to local groups, officials, and organizations at least a couple of times a month between now and Spring town meeting. She also requested that Trustees let her know if there are particular such groups that each trustee may be a member of or have contacts with.

Director Contract Issue/Modification: Patrick reported that David Nixon advised him that there is a problem in the Director's contract language that precludes carry-over of vacation/sick time because the contract runs on a fiscal year basis while carryover for non-contract town employees is based on calendar year. Alan and/or Caryn will check with David Nixon and/or Joan Zuzgo to resolve.

Mountain Breeze Painting: Library staff recently received a copy of a 1907 Trustee report which mentions receipt of a painting "Mountain Breeze" by Charles C. Curran which was hung in the library's Assembly Hall. This painting is believed to be currently in the possession of the Historical Society. Jo-Ann will research the status/disposition of the painting for possible future discussion with the Selectboard and Historical Society.

Fall Festival: The date of the Congregational Church's Fall Festival/Tag Sale will reportedly be on October 17th (need to confirm with Caryn Perley). The library/Friends will likely plan an event on same day.

Action Items

Alan and/or Caryn will meet with Treasurer and/or David Nixon to discuss modification of Director's contract to ensure that carry over of vacation/sick time is provided for.

Alison will put together overview/justification and Patrick will add specific details for inclusion into letter to David Nixon updating 5 year Capital Budget Plan for FY2017-2021.

Jo-Ann will research disposition/ownership status of Mountain Breeze painting.

Patrick will put together a list of volunteers to be invited/recognized at the upcoming Volunteer Appreciation event.

Votes:

Motion to approve Capital Budget Plan as presented by Patrick was approved unanimously.

Meeting adjourned: 9:25 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees

