

**Goodwin Library Trustee
Meeting Minutes
September 8, 2015**

Present:

Jo-Ann Konieczny, Chair
Alison Donta-Venman
Caryn Perley
Maureen Jacques
Alan Weinberg
David Moskin
Patrick Borezo, Library Director

Meeting called to order: 7:05 p.m.

Approval of minutes: Approval of Minutes of July 21, 2015 and August 11, 2015 meetings were approved without change unanimously, with abstentions of absentees of those meetings (Caryn and David for 7/21 and Alison and David for 8/11)

DIRECTOR'S REPORT

August circulation was up 13% over previous August with a total circulation of 3,984 items; the library was open 26 days, with an average of 66.5 patrons per day.

The library expended a total of \$15,777.99 in August. Two additional bills for services rendered in FY2015 were received which exceed available funds left over from FY15: \$197.58 from Corcoran Plumbing and \$30.48 from Baker & Taylor. The Corcoran bill was for replacement of the outdoor faucet which was done at the same time that the new bathroom sink was installed. The Trustees unanimously approved a motion to use LIG/MEG funds to pay the Corcoran and Baker & Taylor bills. The Director and trustees feel that the total amount billed by Corcoran for the sink and faucet work seems exorbitant. Jo-Ann and Patrick will draft a letter to David Nixon detailing concerns about billing for plumbing work at the library.

Youth Services Coordinator: Patrick distributed the revised job title/description for the vacant Youth Services Coordinator position. A new hire will hopefully be in place by the end of September.

The Director attended the Hopkins Reading Challenge on 9/4 to display items of interest to the students and to answer questions about the library and its young adult space and services.

Railing work by Amherst Welding has been completed.

Porcupine Signs of Northampton is putting together a design proposal for the new outdoor sign. Approval of the Historical Commission will be needed.

David Nixon will be scheduling departmental SWOT presentations to the Select Board most likely in early October.

The ARIS (statistical) report has been submitted to the MBLC; the financial report is due in late October. These reports are required to maintain eligibility of the library for state funding aid (LIG/MEG).

Restoration of the library's painting of General Hooker has been completed and the painting is expected to be returned to the library by the end of September. David Moskin and Patrick will look into the possibility of a public event to mark the return of the painting.

OLD BUSINESS:

Planning & Design. The Architect (JRA) has been chosen and a contract is being worked on. Cost is expected to be \$42,000. Next meeting of Planning & Design Committee is 9/14. Over the next month the architect will be working with the planning and design committee to evaluate site options for the library. A public forum will be held on 9/28 at Town Hall to present pros and cons of site alternatives and to gather public input.

PR/Outreach: In addition to the on-going schedule of outreach activities previously distributed by Jo-Ann, a public information table for library planning and design will be set up at the library with Trustee presence to engage patrons as much as possible during busier hours. Jo-Ann and Alison will prepare and distribute speaking points for use by Trustees as well as fliers for the 9/28 public forum.

Ceiling and Lighting project: Awaiting word from the Municipal Building Committee's electrical consultant as to whether the consultant will be able to review and complete the Scope of Work/Bid package for library ceiling/lighting work. Patrick reports that Gary Berg suggested that testing for asbestos may also be necessary, although this may have already been done in conjunction with previous work at the library. Caryn will check available records to try to determine if asbestos testing has already been done.

Mountain Breeze Painting: Deferred until after Historical Society Open House (9/24)

CPA: Caryn reported that informal discussions with the CPA committee indicate that the library roof snow guard work would not be eligible for CPA funds, but that the brick walk work may be. Patrick will check to make sure the snow guard work is on the Fall town meeting warrant and will prepare a submittal for CPA funding for the brick walk.

OTHER BUSINESS: None

Votes:

The Trustees unanimously approved a motion to use LIG/MEG funds to pay the Corcoran and Baker & Taylor FY15 bills.

Action Items:

Jo-Ann and Patrick will draft a letter to David Nixon detailing concerns about billing for plumbing

work at the library.

Patrick and David will look into having an event for return of the General Hooker painting.

Caryn will research whether any asbestos testing has been done at the library in conjunction with previous repair work.

Patrick will prepare and submit a proposal for CPA funding for brick walk work and will check if Town Meeting warrant includes funding for snow guard work.

Alison and Jo-Ann will prepare fliers for the 9/28 Public Forum as well as speaking points for Trustees outreach.

Upcoming Meetings:

Planning & Design: 9/14

Friends: 9/15

Library Planning Public Forum: 9/28

Next Trustee Meeting: 10/13

Meeting adjourned: 9:00 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees