

**Goodwin Library Trustee
Meeting Minutes
October 13, 2015**

Present:

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

Guests: Robie Grant (Friends)
Dennis Meehan (Friends)
Jenny Papageorge (Community Foundation)

Meeting called to order: 7:04 p.m.

Approval of minutes: Approval of minutes of September 8, 2015 was deferred until later in the meeting; however the meeting was adjourned before discussion and approval of the minutes.

Capital Campaign:

Jenny Papageorge of Community Foundation of Western Massachusetts gave a presentation and distributed materials about the Community Foundation. The foundation offers professional donor fund management and fund raising expertise and support for charitable organizations. The Foundation provides “back office” administrative support such as record keeping, accounting, reporting and sending thank you/acknowledgement letters to donors.

Jo-Ann and Robie Grant of the Friends have discussed using the Foundation with the town's Treasurer and Administrator and report that these officials support using the Foundation to manage funds raised for the library's capital campaign, using the town's 501(c) non-profit status. The Foundation could also manage unrestricted donor funds for a permanent library endowment. The Board of Trustees would retain decision making authority over the disposition and use of the funds.

Dennis Meehan of the Friends looked into the Foundation's management and reports that the Foundation has a clean record, is a professionally run operation, and would be a good alternative to having the Friends being the custodian of large, capital donations.

Several concerns and questions were raised by the Trustees, including the management fees, the level of risk assumed by putting funds into investments, whether the use of the town's non-profit status could allow donor funds to be subsumed into the general town budget (short answer is no), the timing/priority of gaining support for the new library versus establishment of capital fund accounts, and the need to have a formal Trustee gift policy governing how gifts and donations (of both money and items) to the library are acknowledged, received and designated. After discussion, the Trustees concluded that the

advantages of utilizing the expertise, support and professionalism of the Foundation warranted proceeding with setting up an account for management of library capital campaign funds. The trustees voted to open a donor advised capital campaign fund account with the Community Foundation under advisement of the Goodwin Memorial Library Trustees and also voted to transfer remaining unrestricted funds (approximately \$45,000) from the Kate Nugent fund to the Community Foundation account.

The Trustees unanimously approved a motion to establish formally a Capital Campaign Subcommittee of the Board of Trustees with a maximum of seven members to include one member of the board of trustees, one member of the Friends of the Goodwin Library, and additional members to be appointed by the Board of Trustees to serve as grant writer, large and small gift contact persons, events and PR coordinators.

The Trustees unanimously approved a motion to appoint Jo-Ann Konieczny as the Board of Trustees representative to the Capital Campaign Subcommittee.

The Trustees unanimously approved a motion to authorize the Board of Trustees Chairperson and the Board of Trustee Secretary to co-sign agreements and any other relevant documents with the Community Foundation of Western Massachusetts.

Director's Report

September circulation was up 20% over previous September with a total circulation of 3,681 items; the library was open 25 days, with an average of 68 patrons per day.

The library has expended a total of \$42,174.39 through the first three months of Fiscal Year 2016. Of particular note is that nearly 85% of the library's budgeted amount in the computer resource services line item has been expended. This is due to the increases in CW/MARS charges resulting from state budget decreases in MBLC funding. The trustees agreed that future budget requests break out CW/MARS expenses as a separate line item from the library's computer and internet support expenses.

The warrant for the upcoming town meeting on October 22 did not contain an article for funding of the library's snow guard/roof fence as previously expected. David Nixon will attempt to remedy this oversight with the town's Capital Committee, but it may be required to introduce the article from the floor of town meeting, with Select Board approval.

Youth Services Coordinator: The library's new Youth Services Coordinator, Kathryn Kania, started work on October 6.

State Financial Report. The report was submitted on October 9, together with a petition for a waiver of the FY2016 municipal appropriation requirement which was around \$4000 short due to failure of last Spring's Town Meeting to fund cost of living raises for town employees. This may be remedied at the Fall Town Meeting.

Town Departmental SWOT presentations to the Select Board have been postponed until November.

Basement Shelving. There is a need for additional basement shelving for staff uses related to receiving

and cataloging new book shipments. A quote in the amount of \$563.10 from Tucker Interiors for the shelving has been received. The Trustees approved the expenditure of \$563.10 from the library's shelving fund.

Basement Story Time/YA rug. A quote from Summerlin in the amount of \$571.83 for a new 10' X 14' rug and carpet pad has been received. The Trustees approved the expenditure of \$571.83 for the new rug, with funds to be used from the Nora Fitzgibbon Childrens Fund and the library's furniture fund. Maureen Jacques will touch base with the Fitzgibbon family to let them know that their fund will be used for providing a much needed rug for the children's story time.

Amy Halloran Book Talk. To be scheduled; talk would highlight growth of local craft food businesses and activism which is the topic of Halloran's book The New Breadbasket. Trustees OK with inviting local brewer to serve samples at the event, however noting that the event would be restricted to adults and would require getting one-day liquor license from the Town, as at previous events.

Outdoor Sign. Patrick has solicited additional estimates for the sign.

Meetings Upstairs. Two verbal warnings have been received from Tim Neyhart, Building Inspector, about use of the top floor of the library for open meetings while the floor is not handicap accessible. The Trustees agreed not to hold any open meetings in this space.

Planning & Design. Alison reports that the planning and design process continues to move forward. The P&D committee met on 10/5 and voted to eliminate as not feasible some of the siting options presented at the previous public forum. These include use of the current library parcel alone, the use of Russell School, use of existing Hooker building, and use of the vacant green space to the rear of Hooker. The architect has been requested to look in more detail at conceptual plans for either a one or two story addition to the library in addition to the totally new library option already put forward. These will be reviewed and discussed at then next P&D meeting on 10/19 with a view to eliminating non-feasible site options and deciding whether another public forum will be held to get additional public input on remaining options.

The contract with Johnson Roberts Associates for design services was presented for approval. The contract covers siting evaluation and conceptual library designs and preparation of grant application materials in accordance with MBLC specifications. Trustees voted to approve/sign contract as presented by Alison.

PR/Outreach: Recent and upcoming meetings of trustees with town boards and organizations include Council of Aging, Mothers Club, PTO, Mens Club, Young Mens Club, and Planning Board.

Ceiling and Lighting project: Municipal Building Committee has requested that the MBC's electrical consultant contact the trustees to coordinate review of project work, however Caryn has not yet heard from the consultant.

Mountain Breeze Painting: Deferred indefinitely in light of trustee work load.

Other Business

Friends: Pumpkin fest set for 10/24; a garden tour is being planned for July 2016

Personnel Personnel Subcommittee will meet with Patrick in near future to discuss goals and objectives for the current fiscal year as part of the performance appraisal process.

Votes:

Motion to spend \$563.10 from library furniture account for purchase of basement shelving was approved unanimously.

Motion to spend \$571.83 for purchase of children room rug and rug pad, using available funds from the Nora Fitzgibbon fund and any remaining balance from library funds, was approved unanimously.

Motion to approve and sign contract with Johnson Roberts Associates for design services was approved unanimously.

Motion to open a donor advised fund account, under advisement of the Goodwin Memorial Library Trustees, with Community Foundation of Western Massachusetts was approved unanimously.

Motion to transfer remaining unrestricted funds from the Kate Nugent fund to the Community Foundation account was approved unanimously.

Motion approved unanimously to establish a Capital Campaign Subcommittee of the Board of Trustees with a maximum of seven members to include one member of the board of trustees, one member of the Friends of the Goodwin Library, and additional members to be appointed by the Board of Trustees to serve as grant writer, large and small gift contact persons, events and PR coordinators.

Motion to appoint Jo-Ann Konieczny as Board of Trustee representative on the Capital Campaign Subcommittee was approved unanimously.

Motion to authorize the Goodwin Memorial Library Board of Trustee Chairperson and the Board of Trustee Secretary to cosign agreements and any other relevant documents with Community Foundation was approved unanimously.

Action Items:

Patrick will check with David Nixon on status of snow guard article

Maureen will reach out to the Fitzgibbon family to let them know that funds from the Nora Fitzgibbon fund will be used to purchase a new rug for story time in the children's room.

Personnel Subcommittee will meet with Patrick in near future to review/set goals.

Meeting adjourned: 9:17 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees