

**Goodwin Library Trustees
Meeting Minutes
November 10, 2015**

Present:

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

Meeting called to order: 7:04 PM

Approval of minutes:

- Minutes from September 8, 2015 approved unanimously
- Minutes from October 13, 2015 approved unanimously

Director's Report:

- **Circulation stats:** there were 1,690 patron visits (average of 65 per day, down from 68 in September, average of 11.6/hour compared to 12 in September). There were 3,623 items circulated in September 2015, up 5% over same month 2014. Adult books were up 19.5% and young adult books up 50%.
- **Snow Fence Contract:** signed and returned to Rivet Roofing. Materials are being ordered and a date for installation is forthcoming.
- **Basement Shelving:** contract has been signed and returned to Tucker Interiors. Installation will be in early December. In light of recent restrictions on public usage of the top floor, Patrick will be renewing investigation of mobile shelving solutions for the main floor that will allow for more flexibility for programming. David will work with Patrick on investigating the options for mobile shelving options.
- **Basement Rug:** should be ready for pick up later this week. The Fitzgibbons family is not interested in funding a run and would like the remaining money in their fund to be kept for books. Motion to approve \$571.83 for the basement rug from the LigMeg fund passed unanimously.
- **Baby changing table** just arrived for installation in one of the bathrooms.
- **Outdoor Sign:** contract was signed with Porcupine Signs of Northampton following Friends' approval of the quote. Friends have provided a deposit and fabrication is under way. Date of final installation is forthcoming but should be in about three weeks. The Historical Commission has approved the design.
- **Brick Walk:** Patrick emailed Jason Galvin to see about scheduling the CPA funded walk way restoration before winter.
- **MBLC Long Range Plan Update:** annual action plan update is due on December 1st. Not particularly complicated—Patrick can do the update.

- **Book Talk:** Amy Halloran, author of *The New Breadbasket* will be at the library on Friday November 13th. Andrea Stanley of Valley Malt will participate in the discussion as her business is profiled in the book. Andrea will also be providing beer samples and Halloran will provide fresh baked goods.

Planning and Design Update:

- **P&D Committee update:** since the last Trustee meeting, the P&D Committee has held two meetings. The meeting on October 19th was a large public meeting held in the Senior Center where the Committee reviewed additional potential designs for an addition to our current building and answered questions from the public. The Committee voted to recommend a new, one-story library to be built on the site of Hooker School. The Committee met again on November 2nd. Initially envisioned as a meeting to prepare for a public information session proposed for November 16th, the Committee reviewed many of the public reactions to date and realized that most of the questions involving the project did not have to do with the need for a new library but instead questions about how the library had the “right” to displace the Senior Center and what would happen to the Senior Center. These are not questions that the Planning and Design Committee can answer but are matters for the Municipal Building Committee and the Select Board. The P&D Committee decided to postpone a public information session until there had been a formal vote by the Trustees, the Municipal Building Committee, and a joint conversation was had between the MBC, the P&D/Trustees, and the Select Board. Next meeting is November 16th and Trustees are encouraged to attend.

- **Municipal Building Committee update:** since the last Trustee meeting, the MBC has met twice. Alison was present at both meetings and each time requested a vote. No vote was taken. At the meeting of November 3rd, the vote was not taken due to only 4 members being present. Although the MBC members in attendance expressed support for the library project in theory, it is unclear whether they ultimately will vote for the project with the timeline associated with it. The timeline is proving to be a challenge, since we should be ready for shovels in the ground by Summer 2017, and there should at least be some plan in place for the Seniors in time for the Town Meeting vote in May 2016. The MBC did agree that the next step should be a joint meeting of the MBC, Select Board, and P&D/Trustees. Both Jo-Ann and David Tudryn have emailed the Select Board separately to request that meeting.

- **Planning Board Meeting update:** Jo-Ann, Patrick, and Caryn attending. Jo-Ann gave them a timeline and explained the process. There was a bit of negative reaction about the library displacing the Senior Center. They also raised the issue of the price tag for a new library on top of the deferred building needs of the town. We continued to stress that the library has been working with all town committees all along to try to ensure that everyone had an opportunity to learn about the process and the progress. Sewer line for Route 9 runs between the library and Hooker School.

- **Select Board Meeting update:** When Jo-Ann and Patrick were scheduled to discuss the SWOT analysis; they used the opportunity to discuss the new library project and gave them the timeline. There were questions about how the library had the right to take the Senior Center’s building. Jo-Ann reiterated that it was the Municipal Building Committee which approved the consideration of the Hooker School site. There was a question about “where was the library going to put the seniors” and another asking “why didn’t you consider just leveling the Goodwin and building a new library there.” Jo-Ann reminded the Select Board

that the Planning and Design Committee has been working with many town committees all along and does have members of both the Select Board and the Municipal Building Committee on the Planning and Design Committee. Guilford Mooring suggested a meeting with the Chairs of the Planning and Design, Trustees, and Municipal Building Committee. Both Alison and Jo-Ann are uncomfortable with having an unposted meeting, and Alison has let David Tudryn (the person who communicated the potential plan) know that she is uncomfortable with attending an unposted meeting.

- **Plan for Trustee vote on New Library:** Motion to vote on the recommendation of the Planning Design Committee passed 4-1. Motion to approve the recommendation of the Planning and Design Committee to build a new one-level library on the site of the Hooker School passed unanimously.

Ceiling and Lighting project:

Still waiting for the Town Building Consultant to do the lighting design specifications. Apparently, the Building Committee is having a difficult time getting time with the Building Consultant to discuss this (and other) projects. Agreement was made to consult another firm. Alison will reach out to Mark Sullivan to see if his firm might be interested in the work or, if not, if he has any suggestions about someone else who might be interested in doing the specification work.

- **Personnel Sub Committee Report/Directors Review Form:** Discussion of the proposed review form. Also discussion of whether or not a subset of the review questions should be given to the staff so they can also evaluate the Director. General consensus that they staff should be given the opportunity to review. Director is in agreement. Motion to accept the proposed Library Director Evaluation for Trustees as presented, and to include a review from staff as part of the process passed unanimously. There was a review and discussion of the proposed six-month goals for the Director (November 2015-May 2016).

Process for Sub Committee Appointment: question about process for appointing members was raised—topic was deferred until the next meeting.

Friends' Update: Friends' holiday party scheduled for Wednesday, December 9th. Live music performed by David Elvin (double bass) and Zack Danziger (guitar). Friends also talked about the garden tour planned for July 2016. Annual meeting is November 17th—all Friends are welcome. It will be posted.

New Business:

- **Urch Family Fund:** the family approached Patrick about the possible desire of setting up a memorial fund in memory of a family member. They will send him a letter about this. There was a discussion about the desirability of setting up more new designated funds that have to be managed versus trying to get all future donations channeled through the Community Foundation account. Caryn, Patrick, and Maureen will look into our current funds, what their restrictions might be, how much is in each, and whether or not they might be able to be rolled into a Capital Campaign.

- **Capital Campaign update:** the account is still not set up; Jo-Ann is working with the Town Treasurer to get it set up, including the movement of the Nugent fund into the Community Foundation account.
- **Trustee Visits:** listed meetings the Trustees have already gone to. Will add the School Committee and the Finance Committee to the list as well as the Hopkins Academy Trustees and Hopkins Alumni Association.

Action Plan:

- Caryn, Patrick, and Maureen will look into our current funds, what their restrictions might be, how much is in each, and whether or not they might be able to be rolled into a Capital Campaign.
- Patrick will work on the annual update to the Long Range Plan.
- Jo-Ann will reach out to the School Committee to ask for time on their agenda to discuss the library project.
- Caryn is going to the PTO meeting December 9th
- Jo-Ann will create an outline (with timeline) to share with the Trustees to be used when they go to speak to groups around town for the library
- Alison will reach out the Mark Sullivan to see if his firm might be interested in doing the lighting specification design work.
- Alison will reach out to the Finance Committee to ask for time on the agenda to discuss the library project
- Maureen will reach out to the Hopkins Academy Trustees to ask for time on the agenda to discuss the library project as well as the Hopkins Alumni Association.

Next Meeting: December 8, 2015, 7:00PM at the Library

Meeting adjourned: 9:08 PM

Minutes respectfully submitted for approval,
Alison Donta-Venman

Votes

- *Motion to approve \$571.83 for the basement rug from the LigMeg fund passed unanimously.*
- *Motion to vote on the recommendation of the Planning Design Committee passed 4-1.*
- *Motion to approve the recommendation of the Planning and Design Committee to build a new one-level library on the site of the Hooker School passed unanimously.*
- *Motion to accept the proposed Library Director Evaluation for Trustees as presented, and to include a review from staff as part of the process passed unanimously.*