

**Goodwin Library Trustee  
Meeting Minutes  
December 15, 2015**

**Present:**

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

**Meeting called to order:** 7:05 pm.

**Approval of minutes:** Minutes of November 10, 2015 meeting approved unanimously.

**Director's Report:**

November circulation was up 6.3% over previous November with a total circulation of 3,231 items; the library was open 22 days, with an average of 64.4 patron visits per day and a total of 1416 patron visits.

The library expended \$12,658.99 in November. A print out was presented to trustees containing information provided by the town treasurer's office regarding the sources, amounts and restrictions of various library fund accounts other than the annual budget. There is approximately \$150,000 available to the library in these accounts. Patrick will continue to work with the treasurer's office to refine the report and to get a regular update of these accounts.

Patrick is working on next year's budget, as well as the library section of the annual town report.

The Select Board has scheduled a meeting with all town boards and committees to discuss municipal buildings and space needs. The meeting will be held on January 13<sup>th</sup> at 7:00 pm at Hopkins Academy.

The snow guard/fence for the library roof has been partially installed and should be adequate, but work could not be completed due to wet ground conditions. An adjustment to the installer's bill will be sought if the work cannot be completed.

Basement story time rug has been received and paid for with LIG-MEG funds.

Outdoor sign has been installed. A thank you note will be sent to the Friends for funding of the sign, as well as for the library holiday event.

Brick work on Middle Street walk has been completed, and remaining minor work on the Russell Street walk will be done as soon as possible. Patrick will look into disposing of the remaining brick pile.

General Hooker painting has been returned to the library after restoration. The conservator who restored the painting believes that the frame of the painting is likely worth more than the painting – possibly \$40,000.

An update for FY17 of the Goodwin Memorial Library's long range action plan has been completed for submittal to the MBLC. The trustees approved submittal of the document to the MBLC.

A calendar of events for December was presented, including new teen programs. A flat screen TV/monitor has been purchased for use in youth programming and a small refrigerator has been donated to the library by David Moskin.

### **Planning & Design:**

Design work for new library is proceeding and near final, meeting with MBLC scheduled for 1/11 to discuss library siting and grant application timing. Nothing new to report on Municipal Building Committee activities. Efforts continue to involve and inform town boards about library siting, design and grant process. Next meeting of P&D will be on January 4<sup>th</sup>.

### **Capital Campaign:**

Meeting of Capital Campaign subcommittee is scheduled for 1/7. Exploring possible co-event with Valley Gives. Still working on clarifying and finalizing agreement with Community Foundation. In order to initiate agreement, Trustees only need a plan for getting \$10,000 minimum and do not have to actually transfer that amount yet. Discussions with town treasurer indicate that town needs to have final sign off on disbursement of future capital endowment funds– similar protocol to use of LIG-MEG funds: trustees decide on expenditures and treasurer authorizes release of funds. Trustees discussed needs for some kind of revolving account for fund raising events – cannot use funds earmarked for capital expenditures. This will be discussed with Community Foundation as to how this is done in other cases. Will also discuss with Friends their possible role in sponsoring capital fund raising events.

### **PR/Outreach:**

Jo-Ann and Patrick met with Representative Scibak to discuss the new library project in Hadley. Representative Scibak was involved in the new South Hadley library and advised putting together an organized, focused campaign to mobilize support leading up to town meeting vote.

Program to provide books for house bound patrons discussed possibly with pilot program with Golden Court residents. Would need to have volunteers and volunteer coordinator involved.

Patrick reported that the new library informational brochure is being sent to the printer.

**Ceiling and Lighting project:** Nothing new to report.

**Process for Sub Committee Appointment:** Trustees reaffirmed that subcommittees are established and maintained in existence on an ad-hoc, as-needed basis, rather than as permanent, standing committees.

**Friends:** Trustees discussed need to ensure that Friend's events (e.g. book fairs) do not overly rely on library staff time and the need to find ways to help Friends recruit members who can contribute energy and involvement in Friends activities.

**Other Business:**

Maureen reported on a recent planning board meeting which involved board members and public in a visioning process/exercise for the town. Some take-aways included desire for a community center, support for a town building campus in center of town, desire for more shopping activities on Railroad Street, and need for better dissemination of information about town department operations.

Patrick brought up the need for a more consistent fines policy, which achieves getting overdue items back to the library in a timely manner without being punitive or discouraging use of the library. Possible use of donation system rather than set fines. Will check with other libraries as to their policies and practices.

*Votes: Motion to submit FY17 Action Plan to MBLC was approved unanimously.*

**Meeting adjourned:** 9:15pm

Respectfully submitted for approval,

Alan Weinberg  
Secretary, Board of Trustees