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**Goodwin Library Trustees
Meeting Minutes
May 9, 2017**

Present:

Jo-Ann Konieczny, Chair
Alison Donta-Venman
Caryn Perley
Alan Weinberg
Patrick Borezo, Library Director
David Sharken, Capital Campaign consultant

Meeting called to order: 7:05 pm.

Minutes: Minutes of the Trustee meeting of April 11, 2017 were approved unanimously.

Director's Report:

The library had 1477 patron visits and circulated 3,523 items in April 2017. The library expended \$15,366.25 during this month. \$3,429.40 in LIG/MEG funds were received for a total of \$6,759.82 in FY17.

FY17 budget wrapup: Expenditures have lined up well with budget, with the exception of heating which has a surplus due to the relatively mild winter.

Staffing: Patrick proposed that one of the current part time positions be upgraded to a benefited position for FY19, in order to provide greater staff stability and possibly more hours, without adding a new position. Patrick will work on putting together the details for this possible upgrade for the FY19 budget.

Maintenance: A useful and positive conversation with the DPW director has allayed concerns about including Goodwin routine maintenance activities under the DPW. The Trustees voted to transfer \$1000 from the library exterior maintenance account to the town toward purchase by the town of a mower.

Home Delivery pilot program: Working on creating procedures and publicity for "home" delivery of library materials and will initiate a pilot program with the Golden Court before marketing to COA and wider community.

Capital Campaign:

Update from David Sharkin/Capital Campaign: Content for pledge form/outreach material for possible major donors and general public has been prepared. About to initiate marketing brochure, banners, and bumper sticker graphic design and printing. Will be looking at an overall eventual cost of approximately \$16,000 for PR materials and events, including about \$10,000 for graphic design and

printing of marketing brochures, banners and bumper stickers and around \$2000 for mailing, as well as funding of events. After discussion of alternative funding mechanisms for these expenses, the Trustees voted to authorize up to \$6000 from LIG/MEG funds for initial capital campaign expenses including graphic design and preparation of brochure and publication materials.

Room Naming: The Trustees approved the naming of the new library Childrens Room as the Sam Pollard Childrens Room and the new library Community Room as the Kate Nugent Community Room. A reception in Kate's honor will be held at Goodwin on June 15th. This will also be kickoff for capital campaign fund raising activities for further fundraising for these rooms and the library.

Ceiling and Lighting: The town is proceeding to engage the services of a contractor to complete a Scope of Work for possible ceiling/lighting work. The Trustees and the Municipal Building Committee will work together to review the SOW when completed and to determine a timeline and/or phasing for completion of any work.

Friends Update: Nothing to report this month.

Parade Float: Jo-Ann is arranging for a library float for the Memorial Day parade.

Other Business:

Molly Keegan is now the SelectBoard contact for the library.

Performance Evaluation for the library director will be conducted this month for the current fiscal year. Also, the director's contract expires at the end of the month and would need to be renewed before the new fiscal year. The personnel subcommittee will present contract and evaluation materials for discussion and review at the next trustee meeting. There was discussion of possibly adjusting the timing of the annual performance evaluation to be closer to the town's spring budget planning process.

Votes:

Motion to authorize transfer of \$1000 from the exterior maintenance line account to the Town DPW toward purchase by the town of a mower to be used for mowing at town buildings including the Goodwin library was approved unanimously.

Motion to approve expenditure of up to \$6000 from LIG-MEG funds for capital campaign materials including graphic design and brochure and publication preparation was approved unanimously.

Motion to name the new library community room the Kate Nugent Community Room was approved unanimously.

Motion to name the new library childrens room the Sam Pollard Childrens Room was approved unanimously.

Next Meeting: June 13, 2017.

Meeting adjourned: 8:45 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees