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**Goodwin Library Trustees
Meeting Minutes
June 20, 2017**

Present:

Jo-Ann Konieczny, Chair
Caryn Perley
Alan Weinberg
Maureen Devine
Patrick Borezo, Library Director

Meeting called to order: 6:50 pm.

Minutes: Minutes of the previous meeting on 6/13/17 were tabled until the next Trustee meeting on 7/18/17.

Five Year Capital Plan: A revised and updated plan which includes a \$3000 placeholder for possible repair work on the south steps as well as inflation adjusted estimates for new library construction and for elevator/restroom construction at Goodwin was presented by the Director.

Director's Performance Review: A compiled Performance Evaluation form containing the summary of ratings and comments by the trustees for the Director's Performance Evaluation for FY2017 was reviewed and the trustees voted to approve and sign the form. A copy will be placed in the Director's personnel file.

Director's Contract: A new contract which provides for Patrick Borezo to continue as the Library Director was presented by the Personnel Subcommittee. The proposed contract runs for three years from July 1, 2017 through June 30, 2020. The contract provides for an additional 5 days of annual vacation in lieu of equivalent salary. The trustees and the Director discussed the contract and agreed on revisions in language in sections 6 and 8 to further clarify the vacation and salary provisions. The trustees voted to approve and sign the contract as revised and to present the contract to Patrick Borezo for his signature.

Home Delivery Policy: The Home Delivery policy was presented for a second reading. The policy had one revision from the first reading which requires that volunteers for the program will need to be at least 18 years old. Following the second reading, the trustees voted to approve the policy.

Other Business

Circulation Desk Donation: The Smith College library has offered to donate a circulation desk which it is no longer using provided that Goodwin pays for moving and delivery which is estimated at \$3500. The Director and trustee chair have inspected the desk, have consulted with the new library architects, and recommend that the Goodwin acquire and store the desk for use in the new library. The trustees voted to accept the donation and to approve up to \$4000 in LIG/MEG funds for moving and delivery of the desk, provided that an appropriate storage space can be identified and provided. The town DPW director has been contacted and requested to assist the library in locating storage space.

Votes:

Motion to approve the Director's FY2017 Performance Evaluation as compiled and presented by the Personnel Subcommittee was approved unanimously.

Motion to approve the Library Director's new contract as presented and revised by the Personnel Subcommittee was approved unanimously.

Motion to approve the draft policy for Home Delivery was approved unanimously.

Motion to accept the donation of the Smith College library circulation desk and to approve expenditure of up to \$4000 in LIG/MEG funds for moving and delivery of the desk, provided that an appropriate storage space is located, was approved unanimously.

Next Meeting: July 18, 2017

Meeting adjourned: 7:25 pm

Respectfully submitted for approval,

Alan Weinberg
Secretary, Board of Trustees