

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 9, 2011**

Members Present: Elane Mutkoski (Chair), James Mandrell, Paula Harris, John Britten, and Laura Sullivan

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's) and Deborah Killory (Administrative Assistant)

Also Present: Brooke McDonough and Donna Ryan

The meeting was called to order at 8:08 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the January 18, 2011 meeting were presented. One change was made.

Moved by Ms. Harris, seconded by Mr. Mandrell, to approve the minutes of the January 18, 2010 meeting as amended.

Vote: 5 - 0 in favor

Policy Review

The Safe Child Policy was reviewed; no changes were recommended.

Moved by Ms. Harris, seconded by Mr. Mandrell, to approve the Safe Child Policy as currently stated.

Vote: 4 - 0 in favor

Chair's Report

Ms. Mutkoski deferred to the Library Director

Library Director's Report

Ms. Jankowski reported that she had received notice from the Massachusetts Board of Library Commissioners that the requested waiver of the state's requirements for certification had been approved. The Library did not meet the budget increase requirement for FY11 because when the budget was approved, salaries for most of the staff had not been resolved. Two hundred eighteen libraries requested waivers this year. Ms. Jankowski pointed out that the Inc. Board and Friends help the DFL to meet materials appropriation requirements.

The Director noted that since December 27, there have been 2 all day closures, 3 delayed openings, and 1 early closing due to snow. She commended the custodians for their hard work on snow removal and pointed out that there was one flat roof, over the book sale room, that had to be kept clear of snow. The DPW has also been very helpful in dealing with the snow. There were heating issues on the coldest day. The building is now comfortable, but there are issues still to be addressed, including a leak in the resource room from the heating and coolant system.

OCLN will be migrating from two Verizon circuits to Comcast broadband for its datalines. It is not expected to cause an interruption in service.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. There was some discussion of the meaning of the Children's Department "Non Judgment Film." The film showing is for special needs kids who may not be able to sit quietly, but all are invited. There will be staff training on the issue of accommodating special needs patrons at the library and it was suggested that there could be some community awareness programming as well.

Mr. Mandrell left at 8:40 am.

Friends Report

Ms. Sullivan reported that the next meeting of the Friends was in an hour.

Long Range Planning Committee Update

Ms. Jankowski read the mission statement, service responses, and goals set by the Committee. The Long Range Planning Committee's work is, for the most part, done. Now the staff will review this work and set measurable objectives and tasks to meet the goals.

FY12 Budget

Ms. Winquist did the initial preparation of the FY12 budget. There has been some shifting of positions in the library following Ms. Winquist's retirement and Ms. Jankowski's promotion. Increases for only two of the regular staff positions were reflected in the FY11 budget as contract negotiations were still in process at the time of budget approval. The salary request for FY12 includes staff raises for both FY11 and FY12, which accounts for the large increase in the amount requested in the salary category of the FY12 budget.

Moved by Ms. Harris, second by Mr. Britten, to adjourn the meeting at 9:05 am.

Vote: 5 - 0 in favor

Distributed: Director's Report, Departmental Reports, FY12 Budget Sheets