

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 14, 2011**

Members Present: Elane S. Mutkoski (Chair), Paula Harris, Laura Sullivan, Brooke McDonough, Donna Ryan, and Lamont Healy

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), and Rose Hickey (Head of Technical Services),

The meeting was called to order at 8:09 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the May 10, 2011 meeting were presented. A correction was made.

Moved by Ms. Harris, seconded by Ms. Ryan, to accept the minutes of the May 10, 2011 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Ms. Mutkoski deferred to the Library Director.

Library Director's Report

Ms. Jankowski reported that Noresco will be doing some work on the HVAC system, some of which will be paid for using State Aid funds. She attended a workshop on ARIS reporting for new directors. June programs with Maureen Hancock and Andre Dubus were discussed.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. The Children's department is gearing up for summer programming. Library promotions were discussed.

Friends Report

Ms. McDonough attended the last meeting. Sarah Keating, Christine Donnelly and Kathy Ullathorne are leaving the board; Cristin Mitchell will become the new president. The Friends have raised almost \$30,000 from their membership drive.

Trustee Orientation

Ms. Ryan, Ms. Sullivan, and Mr. Healy attended a trustee orientation program. Ms. Sullivan will draft a letter to Duxbury's state representatives asking them to join the Library Caucus. All of the trustees were encouraged to join legislative alert.

Policy Review

The Friends of the Library, Gifts and Patron Records Policies were reviewed. No changes were recommended by the Director.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve the Friends of the Library, Gifts and Patron Records Policies as written.

Vote: 6 - 0 in favor

Library Program Policy

A suggestion was made at the May meeting to amend the Library Program Policy to allow other media, as well as books, to be sold at library programs by those partnering in the program. The new language reads: "Authors and any library programming partner may sell their books *or materials* with approval of the Library Director or his or her designee."

Moved by Ms. Harris, seconded by Ms. Ryan, to approve the Library Program Policy as amended.

Vote: 6 - 0 in favor

Inc. Board Bridge Trustee

Library Trustee Brooke McDonough has served as a Director on the Duxbury Free Library Incorporated Board and brought up the issue of this dual membership at the last meeting. Deborah Bornheimer set a precedent as she was a voting member on both the public Board of Library Trustees and the Inc. Board. Ms. Mutkoski will draft a letter to the Town Manager to get his opinion on whether there is a conflict of interest. The President of the Inc. Board does not see an issue, but some reservations were expressed by a public board trustee. The Chair of the Board of Library Trustees attends meetings of the Inc. Board as an ex-officio member.

Library Director's Evaluation

Ms. Mutkoski, Ms. Sullivan, and Ms. Harris evaluated the Director. Ms. Mutkoski reviewed the evaluation with Ms. Jankowski and will forward the results to the Human Resources Officer, Jeannie Horne. Carol's average rating exceeded expectations. Ms. Mutkoski will consult with Ms. Horne about how the Director's evaluation can be distributed so that it remains private. Ms. Jankowski will be meeting with the Town Manager for his evaluation, which will include the Trustees' input. The Director will have a list of professional goals laid out for the beginning of the new fiscal year.

Long Range Plan

The plan has been filed with the State, action plans have been developed and activities for FY12 have been extracted from the plan. Some of these activities include moving forward with the Brandon Lewis Memorial Garden, continuing to produce on line video tutorials, adding e-books to the collection, and making barcoding available for use with smart phones. Mr. Healy asked whether an e-book policy is needed, but it was pointed out that e-books are included in the Library's recently revised Collection Development Policy. The Library, through Old Colony Library Network, provides access to e-books through Overdrive.

Moved by Ms. Harris, second by Mr. Healy, to adjourn the meeting at 9:10 am.

Vote: 6 - 0 in favor

Distributed: Director's Report, Departmental Reports, Library Program Policy