

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

Members Present: Elane S. Mutkoski (Chair), Paula Harris, 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 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the June 14, 2011 meeting were presented. A correction was made.

Moved by Ms. Harris, seconded by Ms. Ryan, to accept the minutes of the June 14, 2011 meeting as amended.

Vote: 5 – 0 in favor

Laura Sullivan arrived at 8:07 am

Chair's Report

Ms. Mutkoski deferred to the Library Director.

Library Director's Report

Ms. Jankowski reported that it has been an incredibly busy summer with great attendance at programs. As part of her preparation for assembling a capital plan, she met with DPW Director Peter Buttkus and toured the building with him, looking at maintenance issues. He has been very responsive to the library needs, arranging for DPW workers to repair a cement step at the campus entrance, to put a temporary cover over the crumbling cement above the campus door, to fix the aging library lawn mower – twice – and to come at least seasonally to help with maintenance of plantings, including pruning. The Director is looking for assistance with weeding and will be addressing this need with the Friends of the Library; Trustees suggested scout troops and church groups as other sources of weeding help.

Ms. Jankowski met with the Personnel Board to discuss the policy of prorating raises for long-time employees who have been promoted. She also met with Mary Ann Murphy, who had made a donation in memory of her late husband Paul Binsfield in 2006. The Director is proposing to use the funds to update the Merry Room to 21st century presentation standards. This would include projection and sound systems, remote control for audio and visual, and acoustic panels with a plaque honoring the late Paul Binsfield. She is also working with the Lewis family on a memorial garden for their son, who passed away several years ago. The Trustees expressed their concern for expending memorial funds in a timely manner for the sake of the families, while understanding that there can be circumstances where the family is not ready for this.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented.

Friends Report

There had been no Friends meeting since the Trustees last met.

Holiday Schedule

Ms. Jankowski presented her proposed schedule for the holiday season: closing at 5:00 on Wednesday November 23, in addition to closing for Thanksgiving Day on the 24th; closing for the Christmas holiday on December 24, 25 and 26 (Saturday through Monday) and closing at 1:00 on Saturday, December 31, in addition to January 1 and 2 for the New Year's holiday.

Moved by Ms. McDonough, seconded by Ms. Ryan, to accept the Director's holiday schedule proposal.

Vote: 6 - 0 in favor

Preliminary Capital Budget for FY13

Ms. Jankowski has spent the last two weeks obtaining estimates for a capital budget proposal for FY13, in addition to a five year capital plan. Projects on this list include masonry and concrete on the façade of the building; waterproofing the north wall; painting of exterior trim including the cupola; roof work – possibly replacement; and HVAC work. Smaller needs include a lawn mower, and replacement of five failing thermal pane windows. The DPW Director was “horrified” by the HVAC leak in the Merry Room and that project has been put on a fast track following his conversations with the Town Manager and the Financial Director. The Regional Supervisor from Noresco discussed doing a retro-commissioning study of the HVAC system, which would look at the entire Energy Management System, both in terms of immediate needs and setting up a maintenance schedule. It should lead to energy savings, prolong the life of the components and prevent future problems. The Financial Director had also talked about whether such a study should be done.

The Town Manager has said that he would like to spend capital funds on town buildings.

Library Director’s Goals

Ms. Jankowski distributed her goals and objectives for the coming year. Included in the goal of fostering excellent relationships with the town, was an objective to invite the Superintendent of Schools to attend a Trustees meeting and tour the building. The Trustees suggested also inviting the DPW Director, the Police Chief, and the Town Manager to each attend a meeting.

Town of Duxbury’s 375th Anniversary Celebration

Ms. Harris has been appointed to the Town committee planning the 2012 celebration of the 375th anniversary of the Town’s incorporation as a town. The committee intends to celebrate the Town’s past, present and future and Ms. Harris suggested that the library as a depository of historic documents could perhaps have some displays related to Duxbury’s history. One idea is a logo contest and the possibility of a Duxbury song is being explored.

The committee has no funding and is planning some fundraising activities. The signature celebration is planned for Father’s Day weekend.

Inc. Board Bridge Trustee

Ms. Mutkoski contacted the Town Manager about Ms. McDonough serving on both the public Board of Library Trustees and the private Incorporated Board simultaneously. She emphasized that there is precedent for a bridge trustee as Deborah Bornheimer had served both boards and that the Trustees are only trying to ensure that this is legally acceptable. Mr. MacDonald forwarded the inquiry to Town Counsel, who responded with a few questions about the Inc. Board. Ms. Mutkoski has contacted the President of the Inc. Board for answers to some of the questions.

Ms. Harris said that she had contacted the offices of Rep. Coulter and Rep. Webster concerning the legislative caucus, following the discussion at the June meeting. Her understanding is that the caucus is an informal group. The representatives emphasized that the Trustees should contact them directly with any concerns.

The next meeting is scheduled for Tuesday, September 13.

Moved by Ms. Harris, second by Ms. McDonough, to adjourn the meeting at 9:15 am.

Vote: 6 - 0 in favor

Distributed: Director’s Report, Departmental Reports, Library Director’s Goals and Objectives