

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 13, 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), Nancy Denman (Head of Children's Services), Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:07 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the August 9, 2011 meeting were presented. A correction was made.

Moved by Ms. McDonough, seconded by Ms. Harris, to accept the minutes of the August 9, 2011 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Ms. Mutkoski announced that a conclusion had been reached concerning Ms. McDonough's service on both the public and private library boards. Town Counsel gave his opinion that she could serve on both boards as long as a Disclosure of Appearance of Conflict of Interest form is completed and filed with the Town Clerk.

Ms. Mutkoski noted that four Trustees in addition to the Director attended the Town's Strategic Planning Meeting. Trustees who attended noted that there was very positive feedback on the library and that the library building issues were brought to the attention of the town.

Library Director's Report

Ms. Jankowski reported that the Merry Room AV project is nearing completion. The sound in the room is much improved with the addition of acoustic panels. She noted that the Town's Strategic Planning Meeting was a big success and that she learned a lot about the community. The quarterly library all staff meeting hosted by the reference department was held in September. Two speakers, DARE officer Friend Weiler and DMS guidance counselor Mike Corbin, addressed the staff on the library's after school patrons.

Some progress was made on the Brandon Lewis reading garden. The family would like the garden to be whimsical and interactive. The pace of the project is being set by the Lewis family. A plaque honoring Paul Binsfield is being planned for the Merry Room to acknowledge the donation that paid for the AV improvements in the room. The Director attended a workshop about the state financial report.

Ms. Jankowski reported that Elizabeth Lewis, chair of the School Building Committee has asked to present at the Trustees' October meeting. There will be two televised full presentations in September, so the Committee plans a concise presentation.

Department Reports

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

Friends Report

Ms. Ryan reported that Cristin Mitchell is the new president of the Friends of the Library. \$12,000 has been donated to the library for materials in the current fiscal year. The membership drive is upcoming. A January promotion of the Mango language program, paid for by the Friends is planned. The front garden at the library was funded by the friends and a plaque noting this will be installed.

Preliminary FY13 Budget

A first draft of the FY13 budget has been submitted. Departments were instructed that the personnel services budget could be increased by 2.25%, expenditures by 1%; the budget submitted by the Director was a little higher. She had hoped for full restoration of the reference position from 19 to 40 hours, but given the constraints asked for an increase to 30 hours.

Resource Room Project

Ms. Jankowski told the Trustees that a number of contractors came in to look at the project and backed off. Sal from Noresco was baffled by the problem, particularly the mold issue, and called in both a piping contractor and a piping insulation expert. Their assessment was that in addition to replacing the pipe joints the insulation must be replaced as the incorrect insulation was initially used and has broken down. Both the DPW Director and the Town Manager have looked at the problem. The Finance Director is awaiting a firm estimate so the he can go to the Finance Committee with a request for funding.

Policy Review: Non-Certified Library Policy

The Director recommended no changes to this policy.

Moved by Ms. Harris, second by Ms. Ryan, to accept the Non-Certified Library Policy as it stands.

Vote: 6 – 0 in favor

Capital Improvement Plan

Ms. Jankowski distributed the documents that she submitted to the Finance Director for capital improvements requested for FY13 and for five year projected capital needs. A major question remains about the integrity of the roof, which will be examined in detail by a roofing specialist. The Director said that she would address any questions at the next meeting.

The next meeting is scheduled for Tuesday, October 11.

Moved by Ms. Harris, second by Ms. McDonough, to adjourn the meeting at 9:14 am.

Vote: 6 - 0 in favor

Distributed: Director's Report, Departmental Reports, Memo from Town Counsel Re: Library Trustee – Potential Conflict of Interest, Capital Budget request forms (6)