

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
OCTOBER 11, 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), Nancy Denman (Head of Children's Services), Deborah Killory (Administrative Assistant)

Also Present: Dennis Daly, architect; Elizabeth Lewis, Chair of School Building Committee, John Heinstadt, School Committee

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 September 13, 2011 meeting were presented. A correction was made.

**Moved** by Ms. Harris, seconded by Ms. Ryan, to accept the minutes of the September 13, 2011 meeting as amended.

**Vote:** 5 – 0 in favor

Ms. Sullivan arrived at 8:10 am.

**Presentation by School Building Committee**

Elizabeth Lewis, Chair of the School Building Committee, Dennis Daly of Mount Vernon Group Architects and John Heinstadt, School Committee member, were at the meeting to present information on the proposed Co-located Duxbury Middle School and Duxbury High School which will be discussed and voted upon at the October 29 Special Town Meeting. The history and scope of the project were discussed and questions concerning its impact on the library and the financial impact were answered.

**Chair's Report**

Ms. Mutkoski deferred to the Director.

**Library Director's Report**

Ms. Jankowski referred to her written report and announced Doreen Recke's upcoming retirement. Karen Hahn has requested increasing her hours to full-time. The plan is to have one full-time Library Associate position and one twenty-one hour per week Library Associate position.

**Department Reports**

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

**Friends Report**

Ms. McDonough reported that the Friends are still discussing whether to have a mini-golf fundraiser again this year. The Friends along with library staff are planning a big January push for the Mango language online program, which is funded by the Friends. The Friends are also supporting the Fireside reading project, which will have pre-selected books chosen by the staff in a cozy area between the circulation and children's department.

**Policy Review**

No changes were proposed to the Internet Safety Policy.

**Moved** by Ms. Harris, seconded by Ms. McDonough, to accept the Internet Safety Policy as it stands

**Vote:** 6 – 0 in favor

Ms. Jankowki proposed one change to the Customer Service Policy, to update the mission statement to the new one developed in the latest Long Range Plan.

**Moved** by Ms. Harris, seconded by Ms. McDonough, to accept the Customer Service Policy with the new mission statement.

**Vote:** 6 – 0 in favor

John Brown, who installed the new presentation system in the Merry Room, was scheduled to demonstrate the new system and answer any questions after the adjournment of the meeting.

**Moved** by Ms. Harris, second by Ms. McDonough, to adjourn the meeting at 9:20 am.

**Vote:** 6 - 0 in favor

Distributed: Director's Report, Departmental Reports, Internet Safety Policy, Customer Service Policy