

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 12, 2013**

Members Present: Paula Harris (Chair), Elane Mutkoski, Brooke McDonough, Lamont Healy, Laura Sullivan, and Donna Ryan  
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Rose Hickey (Head of Technical Services), and Deborah Killory (Administrative Assistant)  
Also Present: Joanne Moore, Council on Aging Director

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

**Guest Speaker: Joanne, Council on Aging Director**

Ms. Harris welcomed Ms. Moore. She explained that the Library Trustees were inviting guests to speak at their meetings because they feel that it is important for them to understand what is going on in the greater town and for the Town to know about the library.

Ms. Moore thanked the Library and said that the Senior Center and the Library were wonderful partners, allowing the Center, in collaboration with the library, to host larger classes. She described some of the services provided by the Council on Aging, including: transportation to medical appointments and around the community; nutrition through lunches at the center and delivery of meals; programs, including 2,000 activities a year, some out of town, and including a day program for those with Alzheimer's; help connecting Duxbury residents with out of town parents to services for those parents; providing emergency shelter for the Town; and lifelong learning classes for South Shore residents of all ages.

Ms. Jankowski pointed out that Ms. Moore had been named the State of Massachusetts Council on Aging Director of the year, and said that she is a national star. Ms. Jankowski and Ms. Moore are working on a book express program, to deliver books to homebound seniors. The Senior Center also hosts holiday luncheons and retirement parties for town employees.

Ms. Harris thanked Ms. Moore for coming to the meeting and Ms. Moore thanked the Trustees for having her. Ms. Harris said that the vibrancy of the Senior Center and the Library is a tribute to the Town.

**Minutes of previous meeting**

The minutes of the January 8, 2013 meeting were presented.

**Moved** by Ms. Mutkoski, seconded by Ms. McDonough, to approve the minutes of the January 8, 2013 meeting as presented.

**Vote:** 6 – 0 in favor

**Chair's Report**

Ms. Harris thanked the staff for having the Library up and running following the blizzard. The Town Manager and Board of Selectmen wanted people off the road after dusk, which led to the library closing at 5:00 on Monday. She also thanked Mr. Murphy, who lives nearby, for keeping an eye on the building during bad weather.

The Chair noted that she had spoken to Ms. Horne the Human Resources Director for the Town, following a discussion at the January meeting concerning hiring of the new Children's Department Librarian. It was clarified that the Library makes the offer to a new employee, while the Town Manager signs the letter formalizing the offer.

**Library Director's Report**

Ms. Jankowski said that the library closed early on Friday during the blizzard and made the decision that day to be closed on Saturday as well. Mr. DeGaust worked alone on snow removal on Sunday; she came by and was surprised to find that the power was back on in the building. Most of the staff was able to come to work on Monday. A little vinyl siding came down in the storm, a leak developed in the biography area, and a couple of trees were lost in the storm.

The Director's meeting with the Finance Committee went well. The library has ordered and received four ipads to be used in the building. On the stairwell project, the two side railings outside the former entrance on the middle level have been connected. Two teak benches were refinished by the DPW department. The Inc. Board funded the demolition of the stairway; patron Nancy Herndon has donated

stock to the Inc. Board with the stipulation that it be used for the project. A new committee will be formed to work on the next phase of the project.

Ms. Jankowski reported that a patron stumbled getting out of the elevator and was injured. Ms. Jankowski, Ms. Denman, and Ms. Snoeyenbos are conducting interviews with the two finalists for the Children's Librarian Position.

### **Department Reports**

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

### **Friends Report**

Mr. Healy reported that the Board discussed holding dinners with authors to raise money and are raffling Valentine's Day baskets. As part of the membership drive, postcards are being sent out to former contributors. There is a donation box in the Library and Facebook is being used to raise funds.

### **Ethics Training**

Every two years, all employees and elected boards are required to take online ethics training. Once the training has been completed, a receipt should be printed out and returned to the Library Director. All receipts should be returned by the middle of April.

### **Policy Review**

Ms. Jankowski proposed no changes in the Safe Child Policy. It was suggested that the reference to the former policy be removed.

**Moved** by Ms. McDonough, second by Ms Mutkoski, to approve the Safe Child Policy as amended.

**Vote:** 6 – 0 in favor

### **Tour of Physical Plant**

The tour of the physical plant was postponed to a later meeting

Ms. Jankowski reported that she met with the two finalists for the Town Manager position.

Ms. Ryan left at 9:28 am.

**Moved** by Ms. McDonough, seconded by Ms. Mutkoski., to adjourn at 9:31 am.

**Vote:** 5 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Safe Child Policy