

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 14, 2013**

Members Present: Paula Harris (Chair), Brooke McDonough, Lamont Healy, and Donna Ryan
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's Services), Denise Garvin (Head of Circulation) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:04 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the April 9, 2013 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the May 14, 2013 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Ms. Harris reported that the Inc. Board meeting had been productive. She noted that the Library had obtained its fifth waiver of the state requirements and that now Duxbury has more than 15,000 residents, which puts it in a new category with different requirements.

Laura Sullivan arrived at 8:06 am.

Ms. Harris reported that John Tuffy of the Inc. Board suggested that the argument for more town resources should be framed to make people want to fund the Library rather than to meet state requirements.

Ms. Harris noted, as follow up to the discussion with Mr. Flynn at the April meeting, that on the Town's webpage there is an option to stay connected, which allows sign up to receive minutes and reports.

Elane Mutkoski arrived at 8:08 am.

Ms. Harris asked that the Trustees have copies of the budget to keep.

Library Director's Report

Ms. Jankowski reminded the Trustees that the Friends Richard Russo event will take place on July 13 from 6:00 – 9:00 at Leah Petro's house and tickets are \$100. They are taking presale orders now. The Friends hope to make an author visit/fundraiser an annual event.

The Inc. Board allocated \$60,000 to the Library for FY14, which will help meet the State materials requirement. Ms. McDonough pointed out that the Inc. Board increased the percentage of earnings for the allocation this year. The Library had appealed to the Inc. Board to help fund ebooks, for which circulation has increased by 150% in FY 13 in Duxbury. At a future meeting the impact of the increase in population on state requirements will be discussed.

Jane Nielsen, President of the Helen Bumpus Gallery Board, has discussed with the Director the location of receptions and additional lighting in the gallery. It was suggested that Ms. Nielsen, as well as members of the Friends and of the Inc. Boards and new Town Manager René Read, be scheduled as future guests at Trustees meetings.

The Director discussed the issue of fencing between the library parking lot and the fields, which was put up at the start of the school construction project and is now down. She is addressing this issue.

The Volunteer Brunch has been scheduled for June 19 from 10:00 – 12:00 with a theme of "All you need is love – and volunteers." John Murphy will entertain with Beatle tunes.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Garvin reported that the first meeting of the Open Book Club had eight attendees. Trustees asked about the lower circulation statistics in April and it was noted that for awhile after the Boston Marathon bombing less people were coming in to the library.

Friends Report

A letter is being sent to previous donors. Planning for the fundraising dinner with Richard Russo

continues and each member of the Friends Board will be given tickets to sell. Trustees can contact Cristin Mitchell concerning the purchase of tickets.

Policy Review

Ms. Jankowski proposed no changes to the Display/Exhibit Policy.

Moved by Ms. Mutkoski, second by Ms. Ryan to approve the Display/Exhibit Policy as it stands.

Vote: 6 – 0 in favor

Ms. Jankowski proposed no changes to the Library Programs Policy.

Moved by Ms. McDonough, second by Ms Mutkoski, to approve the Library Programs Policy as it stands.

Vote: 6 – 0 in favor

Ms. Jankowski proposed no changes to the Library Volunteers Policy.

Moved by Ms. McDonough, second by Ms Mutkoski, to approve the Library Volunteers Policy as it stands.

Vote: 6 – 0 in favor

Sunday Schedule

The Director informed the Trustees that in FY 14, the Library will be open on Sundays from November 17 through March 30.

Director's Evaluation

Ms. Harris thanked the Trustees for their participation in the evaluation process. She reported that the Director received rock star reviews and thanked the staff as well for their part. Ms. Harris and Ms. Ryan met with the Director and then with the Town Manager and the Human Resource Director. Ms. Jankowski's review with the Town Manager is still to be scheduled.

The Trustees asked to have the comments section returned to the evaluation form.

Reading Garden Entrance Committee

The ad hoc committee working on the entrance invited Laurel Lies to attend the last meeting. Team building and marketing was discussed. Ms. Lies will facilitate an exercise to develop a vision for the entrance sometime in the summer. The group is working on who to invite to this dream-weaving session. The Eagle Scout who designed the existing garden will be included in the planning. Because four Library Trustees are on the Committee, meetings must be posted and minutes taken.

Tour of Physical Plant

The Trustees were taken on a tour of the physical plant. Some building issues are becoming urgent and the Trustees expressed their concern as stewards of the building. Mr. Murphy has been doing video chronicling of needs of the building. The Director and the Trustees want to have needs organized in to a prioritized list for the new Facilities Manager and would like to have the capital plan for the library in front of them at all meetings going forward. Trustees expressed their desire to more actively help the Director, who has been reporting to them on these issues. Inviting the Finance Director, and the Facilities Manager (once hired), as well as the Selectman Shawn Dahlen to meet with Trustees and to see the building concerns, was discussed. The Chair also noted that when the Director informs the Board that she is meeting with the Finance Committee or the Fiscal Advisory Committee, it is important that the Trustees join her at these meetings. The Board would like to have the summary page of the HVAC study as well as the capital plan for the next meeting so that they can discuss building issues.

Moved by Ms. Sullivan, seconded by Ms. Mutkoski, to adjourn at 9:55 am.

Vote: 6 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Display/Exhibit Policy, Library Programs Policy, Library Volunteers Policy