

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
June 11, 2013**

Members Present: Paula Harris (Chair), Brooke McDonough, Lamont Healy, Elane Mutkoski, Laura Sullivan, 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 8:05 am in the Setter Room at the Duxbury Free Library.

**Minutes of previous meetings**

The minutes of the May 14, 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:** 6 – 0 in favor

**Chair's Report**

Ms. Harris thanked staff for the tour of the Library at the last meeting and commented that it was eye-opening. She said that the Trustees are accountable to taxpayers and customers for overseeing library policy, plans and budgets. She thanked the Director for sending out the capital plan for the library.

Ms. Mutkoski noted that she likes to receive the monthly reports so that she can be aware of what is happening in the library. Ms. Jankowski said that while it is important for the Trustees to focus on the big picture, it is also their role to be advocates for library services.

Ms. Harris reported that she had reached out to the chair of the Fiscal Advisory Board, Nancy von Stackelberg, and made her aware of the needs of the Library.

**Library Director's Report**

Ms. Jankowski reported that she had her evaluation with outgoing Town Manager Richard MacDonald on his last day. He confirmed the Trustees' evaluation and was supportive and complimentary of both Ms. Jankowski and the Library.

The Director discussed the possibility of opening for a full day on Mondays and noted that a patron survey is being developed and she is starting to work on the costs of being open longer on Mondays. She reported that Mr. Murphy had attended a Duxbury Business Association meeting and was reaching out to that community. A first iteration of a mobile app for the library is up and functioning.

The YA librarian is conducting the annual Cedar Hill overnight in June. Twelve kids are expected to participate; there will be two adult chaperones. Graduated seniors are back in the library discussing books and ideas.

The management team of the library will be attending an all day workshop in Worcester on Transformation and Creativity in Libraries with nationally recognized speakers taking part.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. With the hiring of Lindsey Rakers, the Children's Department is whole again!

**Friends Report**

Ms. Sullivan reported that the upcoming Richard Russo event was the focus of the most recent Friends meeting. The Friends scholarship was awarded to Callum Boothman. The Friends are continuing their popular Books at the Beach program this summer.

**Capital Improvement Plan**

Due to the fact that two positions were unfilled for longer than expected, as well as the minimal number of substitutes used by Ms. Denman, there was a surplus in the personnel budget. The Director has requested the transfer of \$17,000 from personnel to the Building Maintenance Services line in the operating budget. This will allow some priority one items from the Noresco report on the HVAC system, such as valves and actuators to help with heating and cooling issues and a new hot water heater, to be addressed. At the moment, neither the heating nor the air conditioning systems are running efficiently. A question arose as to

whether the library should wait for the new facilities manager before beginning this work, but it was agreed to go ahead and let the facilities manager catch up. Ms. Mukoski noted that the Trustees have to be prepared for the next Annual Town Meeting. The Trustees have high expectations for the new Facilities Manager and would like to have him attend a Trustees meeting.

It was decided that a Building Task Force should be formed, with the chair and one other Trustee participating. Trustees were told to bring the capital plan to all meetings going forward.

### **Traffic and Parking Concerns**

Former Trustee Carl Meier sent an email to the Director expressing concerns about the dangerous situation in the parking lot near the playground. He was almost hit by a driver as he approached the library. Ms. Jankowski noted that when she covered the circulation desk for an hour recently, she received two verbal complaints about traffic on the Trane Field side. The library regularly receives complaints about speed, traffic, and illegal parking, more often when sporting events are going on or school is being dismissed.

Another concern is that the construction fence that Dimeo agreed to put up has come down permanently. Elizabeth Lewis of the School Building Committee said that the fence is not within the scope of the project. The fence helped to reduce sports parking in the library lot and reduce congestion. While the construction project is ongoing, there is less parking available at the Alden School. The Director has spoken with Chief Clancy and Officer Weiler of the DPD and Paul Brogna of the Highway Safety Committee about her concerns. Ms. Harris said that Dimeo should be contacted to reconstruct the fence and restore the dug up lawn. Traffic issues should be discussed further with Chief Clancy, Officer Weiler, and Mr. Brogna. There are no signs, either to stop or to yield, leaving the library parking area on the Trane Field side of the building, even though it is right at a school crosswalk. Both safety and access to the library are major concerns. Parking on the other side of the tennis court should be planned after the school project is completed.

New Town Manager René Read will be invited to attend the August 13 meeting.

### **Bumpus Gallery Agreement**

The Bumpus Gallery Agreement for FY14 has been signed.

### **Policy Review**

Ms. Jankowski proposed no changes to the Friends of the Library Policy. Ms. Sullivan will distribute the Policy to the Friends Board members.

**Moved** by Ms. McDonough, second by Mr. Healy to approve the Friends of the Library Policy as it stands.

**Vote:** 6 – 0 in favor

Ms. Jankowski proposed no changes to the Gifts Policy. It was suggested that language be added addressing money donated to purchase specific items. Revised language will be reviewed at the next meeting.

Ms. Jankowski proposed no changes to the Patron Records Policy.

**Moved** by Ms. McDonough, second by Ms Ryan, to approve the Patron Records Policy as it stands.

**Vote:** 6 – 0 in favor

### **Reading Garden Entrance Committee**

An August 6 dreamweaving session of the ad hoc committee has been set up. Ms. Mutkoski has spoken with the parents of the Eagle Scout who worked on the garden and he has been invited to be involved in the planning.

**Moved** by Ms. Mutkoski, seconded by Ms. Ryan, to adjourn at 9:12 am.

**Vote:** 6 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Capital Improvement Plan, Noresco letter accompanying report, Noresco recommendations, Noresco list of deficiencies, Carl Meier's email, Friends of the Library Policy, Gifts Policy, Patron Records Policy