

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 8, 2013**

Members Present: Paula Harris (Chair), Elane Mutkoski, Laura Sullivan, Lamont Healy, Brooke McDonough, and Donna Ryan

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Nancy Denman (Head of Children's Services), Denise Garvin (Head of Circulation) Rose Hickey (Head of Technical Services) and 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 meetings

The minutes of the September 10, 2013 meeting were presented. A correction was made.

Moved by Ms. Sullivan, seconded by Ms. Mutkoski, to approve the minutes of the September 10, 2013 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Ms. Harris reported that the guest speaker at the Duxbury Business Association told the group that he had put together his business plan at the Duxbury Free Library and spent a lot of time there. She suggested that Debbie Bornheimer be invited to a future meeting to speak to the Trustees about the history of the Board of Library Trustees and the Town Manager Act, which included a strong Board of Library Trustees and a strong School Committee.

Library Director's Report

Ms. Jankowski discussed the Library's capital requests. The Facilities Manager has suggested focusing on the "envelope" first, beginning with the roof, the bricks and mortar, and the windows, particularly looking at window flashing. The Director agreed that water tightness was a major issue, but is also concerned with the HVAC management workstation. The Trustees asked Ms. Jankowski to include the HVAC workstation in her capital request. The Trustees told the Director that they would like to attend the Finance Committee meeting when appropriate.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Jankowski commented that there is a lot going on at the library and encouraged the Trustees to listen to a podcast or read a blog. She noted that the Fire Chief will be participating in a podcast.

Friends Report

The annual fundraising letter has gone out and the Board has expanded. The group keeps getting re-energized.

Library Hours Survey

Ms. Hickey did yeoman's work on this project. The Library looked at community needs and found that adding more Sunday hours was the top vote getter. With budget cutbacks, the number of Sundays that the Library was opened was reduced; at that time, the Sundays that had historically been the busiest were the ones on which the library remained open.

Policy Review

The Director had no changes to propose to the Non-Certified Library Policy.

Moved by Ms. McDonough, seconded by Ms. Ryan to approve the Non-Certified Library Policy as it stands.

Vote: 6 – 0 in favor

The Director had no changes to propose to the Internet Use Policy.

Moved by Ms. McDonough, seconded by Ms. Ryan to approve the Internet Use Policy as it stands.

Vote: 6 – 0 in favor

The Director had no changes to propose to the Customer Service Policy.

Moved by Ms. McDonough, seconded by Ms. Ryan to approve the Customer Service Policy as it stands.

Vote: 6 – 0 in favor

The Director had no changes to propose to the Social Networking Policy.

Moved by Ms. McDonough, seconded by Ms. Ryan to approve the Social Networking Policy as it stands.

Vote: 6 – 0 in favor

Traffic and Parking Concerns

The Director reported that the path from the parking lot to the playing fields is gone and a fence has gone up. Ms. McDonough noted that the biggest issue which concerned the Trustees and the Town Manager was campus safety. A big arrow and a yield sign have gone up in front of the building, but uncertainty about traffic flow continues to lead to near misses. The fire lane is constantly in use after school and there is no enforcement. There is no crossing guard for the middle school or high school students after school.

It was proposed that a letter be drafted to the Police Chief, copied to the Town Manager, identifying the vehicular traffic issues. Some improvements have occurred, working with the Town Management and the DPW, but illegal parking adds to the congestion at busy times and causes safety issues. Parking in fire lanes on the campus side of the building, especially at school dismissal, and on the road in front of Trane Field where there are No Parking signs, are both major concerns. In addition, parking occurs in fire lanes behind the building. The letter, to be from the Trustees and administration of the Library, will be drafted by the Secretary of the Board of Library Trustees and the Library Director, and be reviewed at the next meeting.

FY15 Budget

Ms. Jankowski will be meeting with the Fiscal Advisory Committee on the capital budget. She noted that no waiver from the State was needed this year. The Director met with a MBLC member who helped her see how to get out of the waiver loop.

Reading Garden Entrance Committee

At the last full meeting, timelines, funding, a budget and a vision statement were discussed. A draft vision was distributed to the Trustees, who commented on the good work being done by the Committee. People in the business community have offered to help in refining the vision statement and developing an RFP.

Moved by Ms. Mutkoski, seconded by Mr. Healy, to adjourn at 9:10 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Departmental Reports, Library Hours Survey Summary, Draft Vision Statements for Reading Garden Entrance, Non-Certified Library Policy, Internet Use Policy, Customer Service Policy, Social Networking Policy