

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 14, 2014**

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

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 8:03 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the December 10, 2013 meeting were presented. A typographical error was corrected. **Moved** by Ms. McDonough, seconded by Mr. Healy, to approve the minutes of the December 10, 2013 meeting amended.

Vote: 5 – 0 in favor

Laura Sullivan arrived at 8:07 am.

Chair's Report

Ms. Harris had not yet spoken with Town Manager about the Library Director's review; Ms. Jankowski suggested that Ms. Harris may want to contact the Human Resources Officer about this matter.

Library Director's Report

Ms. Jankowski reported on health issues with the custodial staff: one was injured at work stepping off a ladder, making it a workers' compensation matter, and will require surgery; the other will be having a hip replacement. The Director is working on how to handle custodial coverage during their absences.

She met with the Highway Safety Committee and presented the concerns of the library about traffic on campus. She reported that the group listened carefully and asked questions, although no conclusion was reached. It was noted at the meeting that following completion of construction the old buildings will be demolished and that the traffic impact of that phase has not yet been determined.

Ms. Jankowski also met with organizational neighbors concerning the issue of sidewalks to allow safe passage between cultural institutions. The Sidewalk - Bikepath Committee have also been working on this concept separately and have identified possible sources of funding for the project. Representatives of the Committee would like to come to the February meeting of the Board of Library Trustees to discuss it.

The Director had just heard from the Finance Director that \$19,500 (the cost of the annual HVAC contract for the Library) had been removed from the Library budget to be put toward the establishment of an HVAC position for the Town. This will be discussed further at the February meeting.

Mango Day will be January 28 and the Friends will be in the building from 10:00 to 3:00 to help register new patrons for the program. The variety of programs and the collaborative energy of the staff were praised.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Mutkoski noted the number of hits on the library blogs.

Friends Report

The Friends added \$200 to the Children's Department allocation for summer reading programs, as requested by Ms. Denman. They are working on Mango Day and reported that the annual appeal is about on pace with last year.

Policy Review

The Director had no changes to propose to either the Use of Library Policy or the Meeting Room Use Policy.

Moved by Ms. Mutkoski, seconded by Mr. Healy, to approve the Use of Library Policy and the Meeting Room Use Policy as they stand.

Vote: 6 – 0 in favor

Traffic and Parking Concerns

This issue was addressed in the Director's Report.

FY15 Budget

This issue was addressed in the Director's Report.

Reading Garden Entrance Committee

At the December meeting, Scott Lambiase, Procurement Officer for the Town, said that he would walk the Committee through the RFP process. He suggested that even though the project is funded by outside sources, the Trustees should go to the Selectmen for approval as a courtesy. Ms. Harris noted that the Trustees have charge of the building and felt that the phrasing before the Selectmen was important, suggesting that the Trustees should be informing the Selectmen that they are undertaking this project. One Trustee should present to the Selectmen while any Trustees or Committee members who could should attend the meeting. Those who have offered support, such as the Town Manager, the Fire Chief, the DPW Director, and the Procurement Officer, should be thanked.

Moved by Ms. Mutkoski, seconded by Ms. Ryan, to adjourn at 8:52 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Departmental Reports, Use of Library Policy, Meeting Room Use Policy