

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 13, 2014**

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

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

Tour of the Physical Plant

Mr. Murphy led the Trustees on a tour of the physical plant. As the group passed through the lower level lobby, Ms. Jankowski reminded the Trustees that making this area more welcoming lobby was part of reading garden entrance project. The tour included the public areas of the building as well as the boiler room and the attic where parts of the HVAC system and some of the buckets to deal with the leaks could be viewed. Concerns were once again expressed about the leaks and ceiling damage in the reference area. Ms. Jankowski pointed out that, despite the many leaks, the Library was fortunate that there had been no damage to materials. Once the roof project is complete, the interior issues can be addressed, including filing an insurance claim.

Trustees commented on the "caught reading" posters; collaborations with the Duxbury Rural and Historical Society and the Bumpus Gallery were discussed.

Minutes of previous meetings

The minutes of the April 9, 2014 meeting were presented.

Moved by Ms. Harris, seconded by Ms. Mutkoski, to approve the minutes of the ~~meeting~~ meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Ms. Ryan and Ms. Harris met with the Director for her evaluation on May 9 and noted that the review was great. Ms. Horne had asked the Trustees to give the Director a goal and they chose asking her to champion the roof project and work with the Facilities Manager on the project and its impact on library services.

The Chair reported that she and Ms. Harris would be meeting with the Town Manager to discuss the Director's evaluation and parking issues. Ms. Ryan asked about having the information on the Trustees webpage updated. Ms. Killory will follow up on this with the webmaster.

The Chair reported that she had been approached by the president of the Community Garden Club who asked about the possibility of archiving some of the Club's materials at the library. Ms. Jankowski commented that the Garden has been generous with the Library, providing weekly flower arrangements but expressed her hesitance about providing a permanent home for the records of any group as the library does not want to be in the position of providing different levels of service to different organizations. Ms. Harris suggested offering the Club an opportunity to use the display case. Ms. Jankowski will contact the Chair and report back.

Ms. Sullivan noted that she had been approached by the president of the Duxbury Education Foundation about using the Library for a fundraising Gala.

Library Director's Report

Ms. Jankowski reported that she has been working with Mr. Murphy to come up with a new approach to reference. Reference librarians Ellen Snoeyenbos and Suzanne Gunnerson have been very involved in the process. Reference services now involve assisting patrons with technology and enhancements to the technology that patrons can use at the Library has been discussed. The Library has recently purchased equipment that will convert VHS tapes to DVDs and recorded tapes to CDs and hopes to expand this digital media initiative with the purchase of software and a flatbed scanner. The Director will be talking to the Inc. Board about funding in the range of \$12,000 - \$14,000. Lynda.com, which provides online video classes in a vast array of subjects, has been expanded from one to ten users at one time, which will allow in to be used on an instructional basis.

Yesterday, the Division Heads along with the Director met with the Human Resource Director, the Town Manager, and the Finance Director to discuss some points about the Personnel By-Law. The discussion was headed by Ms. Denman. There have been major improvements to the By-Law in recent years, but there are some glaring problems that affect the library: salary compression that in some cases has union members paid at a hirer rate than their supervisors and placement in the salary range upon appointment to a position under the By-

Law ignores the years of service to the Town. Ms. Jankowski said that she was very proud of the Division Heads and that the discussion with Town officials was open, positive, and supportive. The next step is to take the information to the Personnel Board, working closely with the HR Director. The Director noted that new, young, staff members have been hired who have a new way of looking at libraries. Library would like to be sure that these young professional, which library staff has invested much time and effort in, can be retained by the Library as older staff members retire.

Ms. Harris noted that the Director's report had mentioned DPW sending a crew over to help with upkeep of the grounds. She wondered if this work could be outsourced to the Town and have the custodians take care of the interior of the building

Department Reports

Friends Report

Mr. Healy noted that preparation continues for the August 2 author program with Andre Dubus, which will once again be called "Midsummer Night". Save the date notices will be sent to people who attended the program last year. Donations are slightly ahead of last year.

Policy Review

No changes were proposed to the Display/Exhibit Policy.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve the Display/Exhibit Policy as it stands.

Vote: 6 – 0 in favor

No changes were proposed to the Library Program Policy.

Moved by Ms. Harris, seconded by Ms. McDonough, approve the Library Program Policy as it stand.

To **Vote:** 6 – 0 in favor

The Director proposed adding a statement to the Library Volunteers policy, stating that "all adult volunteer applicants must complete a CORI request form". Ms. Harris asked if the Friends should be CORI-ed as they have a key to a locked area of the library. They are not considered unpaid staff members, like other volunteers. Ms. Jankowski will discuss with the HR Director whether there is a liability for the Library if Friends are not CORI-ed. She will report back next month.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve Library Volunteer Policy with the proposed changes.

Vote: 6 – 0 in favor

The Director proposed adding language to the Meeting Room Use Policy stating that the rooms may not be used for private parties, receptions and social occasions, that profit making groups may not charge admission to events or sell products or services at events and must include a disclaimer in any publicity making it clear that the event is not sponsored by the Library. Some discussion ensued as to whether this policy would preclude the Bumpus Gallery from holding receptions in the Merry Room. The Director will bring proposed language addressing this issue to the next meeting.

Independence Day

Independence Day is on a Friday next year; the Director proposed closing the Library on both Friday and Saturday as all staff is entitled to the holiday. Some concerns were expressed about service to the community.

Moved by Ms. Harris, seconded by Ms. McDonough that the Library should be closed on July 4 and 5 for Independence Day

Vote: 6 – 0 in favor

Sunday Schedule

Ms. Jankowski proposed that the Library be open on Sundays from November 16, 2014 through March 29, 2015.

Vote: 6 – 0 in favor

November Trustees Meeting

The second Tuesday of November is Veterans Day, when the Library will be closed.

Moved by Ms. Harris, seconded by Ms. McDonough to set the date for the November meeting as November 18.

Vote: 6 – 0 in favor

Reading Garden Entrance Committee

There will be more to report after the May 19 meeting.

Moved by Ms. McDonough, seconded by Ms. Mutkoski, to adjourn at 9:58 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Departmental Reports, Display Exhibit Policy, Library Program Policy, Draft Library Volunteer Policy, Draft Meeting Room Use Policy