

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 12, 2014**

Members Present: Donna Ryan (Chair), Paula Harris, Laura Sullivan, Brooke McDonough and Lamont Healy
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Nancy Denman (Head of Children's Services), 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 June 10, 2014 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Harris, to approve the minutes of the June 10, 2014 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Ryan reported that she had met with the HR Director about the evaluation process and discussed making the evaluation more user friendly. They also discussed whether a new part of the evaluation this year, having the Trustees set a goal for the Director, should be continued.

The Chair signed the ARIS report and will be attending Campus Council on Thursday, for which one important topic will be traffic and safety. Significant changes in the traffic patterns at the end of the school day are planned, directing all traffic by the library and behind Alden and the new Middle and High School building. Demolition of the old schools will add to the volume of traffic for the first few weeks of school. The Library Director has attended a Highway Safety meeting and has been talking to a member of that Committee. The Director has suggested speed bumps, a campus police officer, and the possibility of a crossing guard.

Library Director's Report

Ms. Jankowski reported that the Friends of the Library summer fundraiser with Andre Dubus had been fabulous. The reading garden designer has been selected: RDLA, Ray Dunetz, principal. Contract review by the Town must be completed before the contract is signed.

The Director has completed the ARIS report. Overall circulation is down a little, but circulation of electronic items is way up. Overall the number of people entering the building is slightly down, while programs and attendance are increasing. The MBLC needs to change the statistics required in the report. Much of the digital media lab equipment is not considered materials expenditure. Two new questions were included this year asking whether the library is doing maker space activities and pre-school STEM or STEAM activities. In July, Duxbury was one of only two libraries in OCLN that showed increased circulation.

There are still custodial issues. Roger Overton is back two afternoons a week and extra hours are being scheduled for supplemental cleaning. Two maternity leaves are looming.

McKinnell & Taylor, Inc. is the designer for the roof project. A designer was necessary because of the complicated roof. Scott Lambiase is working with them. The Director hopes to have a timeline by the next meeting.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. It was noted that website views were down.

Friends Report

The Friends did not have a meeting this summer.

FY16 Budget

Ms. Jankowski has begun work on the preliminary FY16 budget, which is due back to the Finance Director on September 2. Annual Town Meeting will be on March 14, 2015. Capital requests are due on September 12 and are developed with the Director of Facilities. The focus will be on the energy management system and repointing of the building. At Brian Cherry's direction, a section of the nonfiction stacks, where the ceiling is damaged, has been cordoned off. Mr. Cherry has been in touch with the insurance company. Ms. Jankowski hopes to have Mr. Cherry attend the September meeting. Suggestions for future guests include a Highway Safety Committee representative (possibility in October) and the Town Manager.

Holiday Schedule

The Director proposed that the usual holiday schedule be continued, with the Library closing at 5:00 on November 26, the night before Thanksgiving; at 1:00 on Christmas Eve; and at 5:00 on New Year's Eve.

Moved by Ms. Harris, second Ms. McDonough, to accept the holiday schedule as proposed.

Vote: 5 – 0 in favor

The Sunday schedule begins on November 16; signups for Sundays will begin soon.

Digital Media Lab

The lab is being assembled. Purchases include a desk top and laptops (both PCs and Macs); software; a microphone; and a flatbed scanner (still to be purchased). Furniture and a room divider have been obtained from the schools that have closed. The Reference Department has started presenting Lynda.com based programs. Eventually, there will be an open house and a tour can be given to the Trustees.

Reading Garden Entrance Committee

Most of the information on the Committee was covered in the Director's Report. Ms. McDonough commented that RDLA had been the unanimous choice of all who attended the presentations. She also noted that procurement laws are very strict, so it had been helpful to have the Procurement Officer involved in the process.

Moved by Ms. Harris, seconded by Mr. Healy, to adjourn at 9:00 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports