

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 18, 2014**

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

The meeting was called to order at 8:10 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the November 13, 2014 meeting were presented.

Moved by Ms. Harris, seconded by McDonough, to approve the minutes of the November 13, 2014 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Ms. Ryan reported that she met with the Director and discussed the Reading Garden Entrance gift from the Inc. Board and the roof project.

Library Director's Report

Ms. Jankowski reported that Paul Brogna of the Highway Safety Committee had called her and will attend the December meeting. The first Sunday Salon program of the season was well attended.

Elane Mukoski arrived at 8:15 am.

A Digital Media Lab open house was scheduled for Saturday. The Director noted that the DFL has become a makerspace library, particularly in the last year and a half. New children's librarian Jessica Lamarre and young adult librarian Ellen Snoeyenbos work very well together and are reaching out to "tweens", scheduling programs in electronics and DIY. Ms. Snoeyenbos' work with teens was praised as well, particularly her Bookmarks group discussions of books, making, and philosophy. The library will be participating again in the National Hour of Code in December, collaborating with the schools.

The FY16 action plan under the Long Range Plan will be ready next month. Both the Reading Garden Entrance design contract and the roof contract were signed by the Selectmen. Ms. Jankowski credited Ms. Mutkoski for getting the design contract to the Selectmen; she noted that Selectman Shawn Dahlen had been helpful as well.

She was pleased that the dumpsters had been moved in preparation for the reading garden and noted that Jim Savonen, Manager of Buildings and Grounds for the Town, had said that it was a hazard to have dumpsters located so close to the building. DPW built a pad for the dumpsters and moved them. The Director told the Trustees that she had asked the Inc. Board for funds to fence in the dumpsters in their new location. She sees the fence as a part of the reading garden project and beautification, not a necessity. Ms. Mutkoski suggested that this could be an excellent project for an Eagle Scout. Ms. Jankowski said that her only concern was that it be a professional installation. Ms. Mutkoski will talk to the scout master about the project. Ms. Harris said that she was not in favor of the Inc. Board funding the project as she thought it should be funded by the Town. She asked whether it was a necessity or a beautification. At the Inc. Board meeting, Mr. Tuffy suggested that the Library could ask the Town to fund it and that it could be wrapped into the reading garden project if they would not. Ms. Sullivan noted that it is hard to call it a safety issue as it was not fenced in its previous location.

Minutes of previous meetings

The minutes of the October 14, 2014 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Mutkoski, to approve the minutes of the October 14, 2014 meeting as presented.

Vote: 4 – 0 in favor

Ms. Harris abstained as she was not present for the October 14 meeting.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed.

Friends Report

The Friends' annual appeal letter had already brought in \$10,000 in the first two weeks and signs are posted around town about the appeal. They are working on the Midsummer Night program for 2016.

Annual Report to the Town

Ms. Jankowski distributed her report on the Library for the Annual Report to the Town.

Decertification of Wareham Public Library

Ms. Jankowski reported that the Wareham Public Library has not been certified by the state this year. She recommended that in accordance with the Non-Certified Library Policy, the DFL not provide services to Wareham patrons until the library is certified or has made substantial progress toward recertification.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve the Library Director's recommendation that the Duxbury Free Library not provide services to Wareham residents until the Town of Wareham meets certification requirements or the Trustees receive word that the Wareham Public Library has made substantial progress toward restoring certification.

Vote: 5 – 0 in favor

FY16 Budget

To date, the Director had received no formal response to the budget she submitted. She reported that her meeting with the Finance Committee was disheartening, with discussion centering on the recent hiring of part timers, who the Chair felt should have been hired for less than twenty hours per week to make them ineligible for benefits. She stated that it went against Town policy; when the Town Manager asked if there was such a policy, the answer was no.

Reading Garden Entrance Committee

Ms. Mutkowski reported that the check from the Inc. Board, accepted by the Trustees at a special meeting on November 13, had been submitted to the Town. She said that she had been told that the Trustees as a whole were in charge of the money and that a majority of Trustees must sign each warrant for payment. Ms. Jankowski noted that the Trustees did not need to call a meeting each time there was an invoice to pay; the Town Accountant had said that the Trustees could come in individually to sign the warrant. Ms. Harris said that she would prefer that bills be brought to the Board meetings, which would protect everyone. The Committee was scheduled to meet in the evening.

Ms. Ryan left the meeting at 9:00 am.

Library Roof Project

The contract with DDC was signed the previous evening by the Selectmen. Ms. Jankowski was not sure of the schedule. She noted that there would be weekly work meetings on the project which would include the Director, the Procurement Officer, the Facilities Director, the Designer, and a representative from DDC. Everyone working on the library roof project must pass a CORI.

The Trustees were reminded that the annual Friends of the Library Holiday luncheon will be on December 10. Ms. Harris noted that she will not be present for the next meeting.

Moved by Ms. McDonough, seconded by Ms. Mutkowski, to adjourn at 9:08 am.

Vote: 4 – 0 in favor

Distributed: Director's Report, Departmental Reports, Annual Report to the Town.