

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 14, 2015**

Members Present: Donna Ryan (Chair), Laura Sullivan, Brooke McDonough, Craig Bloodgood and Cristin Mitchell

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

Also Present: Elane Mutkoski, Chair of Reading Garden Entrance Committee

The meeting was called to order at 8:03 am in the Setter Room at the Duxbury Free Library.

Annual Meeting

Ms. Ryan convened the Annual Meeting and welcomed Mr. Bloodgood and Ms. Mitchell to the Board.

Election of Officers

Moved by Ms. McDonough, seconded by Ms. Sullivan, to nominate Craig Bloodgood and Ms. Mitchell as liaisons to the Friends of the Duxbury Free Library.

Vote: 5 – 0 in favor

Mr. Bloodgood and Ms. Mitchell accepted the nominations.

Moved by Ms. Sullivan, seconded by Ms. Ryan, to nominate Brooke McDonough as secretary.

Vote: 5 – 0 in favor

Ms. McDonough accepted the nomination.

Moved by Ms. Harris, seconded by Mr. Bloodgood, to nominate Laura Sullivan as chair of the Board of Library Trustees.

Vote: 5 – 0 in favor

Ms. Sullivan accepted the nomination.

Trustees Meeting Schedule

Meetings will continue to be held on the second Tuesday of the month, except for the months of July and August when the summer meeting will be held on July 28.

Lamont Healy joined the meeting via cell phone.

Moved by Ms. Sullivan, seconded by Ms. McDonough, to nominate Lamont Healy as vice-chair.

Vote: 5 – 0 in favor

Mr. Healy accepted the nomination.

Moved by Ms. McDonough, seconded by Ms. Ryan, to close the annual meeting.

Vote: 6 – 0 in favor

Reading Garden Entrance Committee

Ms. Mutkoski, Chair of the Committee, presented two invoices from RDLA. One was for \$1,025 for the digital rendering of the design for fundraising; the second was for \$8,500 for 90% completion of the design phase of the project. The Trustees signed both invoices to be submitted to the Accounting Department for payment. The architect will be meeting with the Library Director and the Director of Municipal Services next week. An art subcommittee will be meeting with the Town and fundraising will be getting underway.

The Trustees planned to hold another executive session on April 28 at 8:00 am to conduct strategy sessions in preparation for negotiations with nonunion personnel.

Chair's Report

Ms. Ryan gave her final Chair's report. She reported that she and Ms. Sullivan will work together on the Director's evaluation and will meet with her on May 1, then with the Town Manager. She announced that the second State Aid installment had been received and that the roof was 99.9% complete.

Minutes of previous meetings

The minutes of the March 17, 2015 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the March 17, 2015 meeting as presented.

Vote: 5 – 0 in favor

Director's Report

Ms. Jankowski thanked Ms. Ryan for her year as Chair and welcomed Ms. Mitchell and Mr. Bloodgood to the Board. She invited them to meet with her concerning the organizational structure and for a tour of the building.

The Director said that the second installment of State Aid was higher than expected. She reported that the staff had the second installment of campus safety training, which included the police department firing blanks in various areas of the building to familiarize staff with the sound of gunfire. The Library has panic buttons in several areas of the building and paging capability on the phones.

There is one terrific internal candidate for the Library Associate opening. The Town Manager has approved the position at 25 (formerly 21) hours; when a retirement takes place in the fall, another Library Associate position in technical services will be decreased from 21 to 19 hours. The extra hours added to the current position will be in tech services.

The annual BookBreeze series hopes to include a tri-town program featuring author Anita Diamant. The roof project is substantially complete and the ceiling repair in the reference department, as well as repairs from the fire suppression system leak are tentatively scheduled for April school vacation week. On April 18, the nonfiction stacks will be covered and the materials will be unavailable while the ceiling repair takes place; bathrooms will be repaired at the same time. Repairs will also occur in the Friends book room and bathrooms on the other levels. In phase two, after school is out, nonfiction books will be moved out and once again unavailable while the carpet is replaced.

Department Reports

The Chair commented on how much she enjoys these reports each month and on the amazing work being done in the departments.

Friends of the Library Report

Ms. Mitchell reported that the Friends continue to work on the June 27 fundraising event. New officers will be chosen soon. Ms. Garvin reported that two of the Friends have volunteered to get more involved with the bookroom. Michael Achille, the staff member involved with the room, is planning on a faster rotation of inventory.

Organizational Chart

A chart showing the organization of the library and staffing in the departments was distributed.

Policy Review

The Display of Art and Bumpus Gallery Agreement Policies had not been distributed and discussion was tabled until the next meeting

3D Printer Policy

The Director had made suggested revisions to the policy that was presented at the March meeting. She reminded the Trustees that this policy provides a foundation and can be changed in the future as the policy is used.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the 3D Printer Policy as presented.

Vote: 6 – 0 in favor

Ms. Sullivan asked if there were any suggestions for guest speakers at upcoming meetings. It was decided to put any speakers off for a few months. A Sidewalk Committee member was mentioned as a possible future guest and Mr. Bloodgood said that the Art Complex had paid for the engineering study on the project. After the study is completed, Michelle Hatfield of the Committee will be invited to a meeting.

Moved by Ms. McDonough, seconded by Mr. Bloodgood, to adjourn at 9:13 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Organizational Chart, 3D Printer Policy