

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 9, 2015**

Members Present: Laura Sullivan (Chair), Brooke McDonough, Lamont Healy and Craig Bloodgood
Staff Present: Carol Jankowski (Director), 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 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the May 12, 2015 meeting were presented. A correction was made.

Moved by Ms. McDonough, seconded by Mr. Bloodgood, to approve the minutes of the May 12, 2015 meeting with one change.

Vote: 4 – 0 in favor

Chair's Report

Ms. Sullivan reported that she had no news and commended the staff on their good work.

Donna Ryan arrived at 8:07 am

Director's Report

Ms. Jankowski noted that she had met with the Sidewalk Committee and others, including neighbors. All agreed about the safety concerns and that the sidewalk was a great idea. There were many questions from neighbors about the size, design and length of the sidewalk. Beginning at the tennis court and on to the Art Complex Museum was discussed; beginning at the pool was also an option. The Sidewalk Committee will be meeting with engineers and hopes to have a plan for next Town Meeting, possibly with a proposal to use CPA funds. The Committee is hoping for a consensus of the neighbors. Sarah Weihman and Michelle Hatfield discussed the possibility of tying into the paths in the proposed reading garden.

Cristin Mitchell arrived at 8:11 am.

Ms. Jankowski told the Committee that the Library generally supports the sidewalk project and suggested inviting Committee representatives to the next Trustees meeting. Town Planner Tom Broadrick thought that the campus entrance area should be reworked. It was suggested that the Sidewalk Committee be invited to one of the Reading Garden Entrance information sessions.

The new Building Inspector found two pages of violations in his annual inspection, many of them minor. Lighting at the entrance was a larger concern. The Facilities Department is working with Mr. Murphy on the violations.

The Director attended a traffic meeting with the school department, led by Andrew Stevens, DHS Principal. There will be one-way traffic to the schools and the question came up whether the Library would support library parking on the campus side of the building being one way as well, which would require patrons leaving the Library driving around the campus. Ms. Jankowski thought that it was the safest plan and the Trustees agreed. She said she would see if the Trustees could attend a meeting before the final decision is made.

Department Reports

The Chair noted the good work by all.

Friends of the Library Report

Sales of tickets for the June 27 fundraiser have been slow but steady. New officers were selected: Jane Robbins and Pam Hoff will be Co-Presidents, Anita Mraz will stay on as Treasurer, Lietra Fitzsimons will be Secretary. Maddie Hadley was the winner of the Friends scholarship.

Policy Review

The Director proposed no changes to the Friends of the Library Policy.

Moved by Ms. McDonough, seconded by Ms. Ryan, to accept the Friends of the Library Policy as is.

Vote: 6 – 0 in favor

The Director proposed no changes to the Gifts Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the Gifts Policy as is.

Vote: 6 – 0 in favor

The Director proposed no changes to the Patron Record Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the Patron Record Policy as is.

Vote: 6 – 0 in favor

A draft Display of Art Policy was distributed incorporating changes discussed at the May meeting.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the Display of Art Policy as amended

Vote: 6 – 0 in favor

Director's Evaluation

The Chair met with the Town Manager concerning the Director's review and reported that his review of Ms. Jankowski had been very positive.

Reading Garden Entrance Committee

The Director reported everything was in place for the project. A meeting with the Duxbury Clipper was scheduled for June 10. Artistic renderings have been received, FAQs completed and a link to the Reading Garden Entrance Project webpage has been designed. When the article appears in the Clipper on the 17th, the staff will be up-to-date on the information and the Library website will have a link to the Reading Garden Entrance webpage. Margaret Curran and Cristin Mitchell have been working on the brochure. Yesterday, a donation was accepted from the Community Garden Club. A photo of the check being accepted will also be in the Clipper.

Roof and Interior Repairs

The final sign off documents are with the Director of Municipal Services. Remaining repairs to the building are scheduled for the end of June.

Moved by Ms. McDonough, seconded by Mr. Healy, to adjourn at 8:42 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, draft Display of Art Policy, Friends of the Library Policy, Gifts Policy, Patron Records Policy