

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 28, 2015**

Members Present: Lamont Healy (Acting Chair), Donna Ryan, Brooke McDonough, Craig Bloodgood, and Cristin Mitchell
Staff Present: Carol Jankowski (Director), Nancy Denman (Head of Children's Services), Denise Garvin (Head of Circulation), and Deborah Killory (Administrative Assistant)
Also Present: Elane Mutkoski, Chair of the Reading Garden Entrance Committee
Michelle Hatfield (Chair), Sarah Weihman, and Kathy Cross of the Sidewalk Committee

The meeting was called to order at 8:02 am in the Setter Room at the Duxbury Free Library.

Reading Garden Entrance Committee

Ms. Mutkoski had two bills from RDLA, a May bill for \$650.00 for renderings to be used for fundraising and a July bill for \$412.50 for two people to meet with the Committee for fundraising. An attorney's bill from July 2014 for legal services in regard to the contract for design services, in the amount of \$1,665.00, was also submitted. The Trustees signed all three invoices to be submitted to the Accounting Department for payment.

The Committee's call for artists ends this week. The fundraising subcommittee met last week and responses to the fundraising letter are coming in. Many questions were raised at the first fundraising party, which has led to updates in the FAQs, including a question about plantings and shade.

Appointment: Sidewalk Committee

Michelle Hatfield, chair of the Committee, said that she was excited by the confluence of the Reading Garden Entrance Project and the sidewalk project. She brought a plan done by Amory Engineering which includes boundary research and easements, as well as two options for placement of the sidewalk. The current project is for a sidewalk on Alden Street only, but the Committee is looking ahead to a possible Tremont Street project in the future. The Sidewalk Committee is concerned about safe passage between all of the Cultural Institutions along Alden Street and the schools. There is a possibility of continuing the sidewalk down Alden Street, past the Library, to St. George Street, but an engineering study has not been done on that stretch and there are issues with trees and grading.

Ms. Hatfield and Ms. Cross will be meeting with the Town Manager about the possibility of using CPC funding for the project. Town Counsel has ruled against using CPC funds for a sidewalk in the past, but referring to it as a recreational path may make a difference. The Committee was interested in any survey information from the Alden Library project, including topography, property lines, and utilities.

While the schools currently have some programs at the Art Complex Museum, a safe walking path could allow more collaboration. Ms. McDonough encouraged the Committee to emphasize the path as a resource to seniors as well as students, linking the Library to the Art Complex Museum, with the Alden House along the way.

Mr. Healy thanked the Committee members for coming to the meeting and expressed the support of the Library Trustees for the project.

Minutes of previous meetings

The minutes of the June 9, 2015 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the June 9, 2015 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Healy stated that he had nothing to report and deferred to the Director.

Director's Report

Ms. Jankowski noted the Library has been incredibly busy, emphasizing all of the programs in the Children's Department, the increasing use of the 3D printers, and BookBreeze. The Director will be on vacation from August 8 through 16. She reminded the Trustees that the Library will be open on Sundays November 1 through March 20.

The Director told the Trustees that there was a capital item in the FY16 budget, under the Facilities Manager, for HVAC controls, which are currently operating in the default setting. There have been some issues with the system, but Mr. Cherry is addressing them. Some preventive maintenance was done on the boiler, which

is in tough shape. Going forward, capital articles on systems in the Library will originate with the Facilities Manager.

Ms. Jankowski spoke with the Town Manager and the Superintendent of Schools about the traffic flow in front of the Library when the schools reopen. She was told there have been no changes, but the Town Manager said he would check with the Highway Safety Committee. The Board discussed sending a letter to the Highway Safety Committee expressing their support of a one way traffic pattern with no opposing traffic, ever. Ms. McDonough, as Secretary, will check with the Chair and draft a letter for approval.

The Director is not sponsoring a campus council meeting this year; she plans to schedule a meeting next summer. There have been some issues with internet access at the Library; Ms. Garvin is looking into increasing our broadband. There continue to be discussions with the Schools about sharing their access. There are many obstacles, including the fact that the Schools have found they don't have enough bandwidth for their own needs. The Schools have received a federal e-rate and uses filters; the Library does not. The Library is in good shape right now, but in planning for the FY17 budget, will be discussing increasing bandwidth for the Library.

Holiday Schedule

The Director laid out her proposal for the upcoming holidays, noting that it is in line with past practice. She proposed the following:

for Thanksgiving, close at 5:00 on Wednesday, November 25 and reopen on Friday November 27;

for Christmas, close at 1:00 on Thursday, December 24 and reopen on Monday, December 28;

for New Year's Day, close at 5:00 on Thursday, December 31 and reopen on Sunday, January 3.

It was noted that in the event of a holiday occurring on Friday or Saturday, the Library is closed on both days as all employees are entitled to a paid holiday.

Moved, by Ms. Ryan, seconded by Ms. McDonough, to approve the holiday scheduled as proposed.

Vote: 5 – 0 in favor

Department Reports

Reports of the Children's, Circulation, and Technical Services Departments were distributed. The Trustees noted that the reports were excellent, the Library is having an amazing summer, and we're high tech!

Friends of the Library Report

The Friends don't meet in the summer. Their June fundraiser was a great event and Elane Mutkoski and her husband did a wonderful job hosting. Ms. Jankowski will be meeting with representatives of the Friends about their assistance with the Anita Diamant program.

Moved by Ms. McDonough, seconded by Ms. Ryan, to adjourn at 8:50 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports