

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
November 10, 2015**

Members Present: Laura Sullivan (Chair), Lamont Healy, Donna Ryan, 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) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 4:06 pm in the Setter Room at the Duxbury Free Library.

**Sidewalk, Bike Path Committee**

Ms. Hatfield was unable to attend the meeting; the discussion was deferred to a future meeting.

**Minutes of previous meetings**

The minutes of the October 13, 2015 meeting were presented; an amendment was made.

**Moved** by Ms. Mitchell, seconded by Ms. Ryan, to approve the minutes of October 13, 2015 meeting as amended.

**Vote:** 6 – 0 in favor

**Chair's Report**

Ms. Sullivan reported that she had met with the Director and seen a copy of the Sidewalk Committee proposal.

**Director's Report**

Ms. Jankowski reminded the Trustees of the farewell party for departing YA Librarian Ellen Snoeyenbos on November 21 in the YA lounge. The Director and Mr. Murphy have reviewed the nineteen applications for the position and have narrowed the field to six potential candidates to be interviewed. The part time library associate position has been offered to Joy Kowenhoven, who has accepted the position and will be starting on November 23.

The Friends of the Library holiday luncheon will be on December 9, from 11:30 – 1:00. One hundred fifty-one patrons have registered for the new Hoopla streaming service since November 1.

There has been a major theft of DVDs, with a total retail value of more than \$1,500, at the library beginning last spring; only the disc is being taken, not the box, which is always returned to the appropriate place. The police have been involved and believe they have identified the perpetrator, who was known to law enforcement. A surveillance camera has been installed pointing toward the DVD area. Staff has been instructed to approach patrons with DVDs and offer to check them out.

Next year, the Director hopes to have the curb issue on the campus side of the building addressed. There has been a significant number of complaints about the situation, which is not high on the list for the Town because the current curb is ADA compliant.

**Department Reports**

Reports of the Children's, Circulation, and Technical Services Departments were distributed. A comment was made about the interesting project of transcribing old letters, described in the reference report. Trustees noted that all departments are doing fantastic work, as always.

**Friends of the Library Report**

The Friends appeal letter has gone out; receipts are lagging a little compared with last year. They are planning for the annual fabulous holiday lunch on December 12. Discussion is beginning about fundraising ideas for next summer, whether to do another author program or try something else. A silent auction for a beautiful quilt donated by Pam White is a possible fundraiser. The Friends board is such an amazing talented group.

**Long Range Plan**

The Library is in the final year of the current five-year plan. Division heads are reviewing their parts of the plan, most of which have been completed; one of the last pieces is the Reading Garden Entrance project. Once the plan is completed, the Director will contact the Massachusetts Board of Library Commissioners (MBLC) to begin work on a new plan. In the past, the chair of the Long Range Plan Committee in Duxbury has been a community member rather than the Director or a Trustee.

The MBLC advises the Library on the process; the Director is investigating a slightly different way of doing the strategic planning. With such rapid changes going on, it might make more sense to devise plan for a

shorter period of time. Ms. Sullivan asked if there is usually a large project connected with the each plan; Ms. Jankowski said she does not anticipate another major project after the Reading Garden Entrance Project is completed.

### **FY17 Budget**

The Director and the Chair agreed that the budget should be distributed to the Trustees for the meeting and then returned as it is not yet final. Ms. Jankowski noted that she is not asking for any new positions and has stopped asking to restore custodial hours as it was clearly not going to happen. The proposed budget reflects current pay rates as labor contracts are expiring at the end of the current fiscal year. There are increases in building and grounds and in equipment repairs. Telephone and internet/cable services are separated for the first time in the FY17 budget and the internet budget has been increased. A town-wide technology assessment is coming, which may lead to a reevaluation of how internet service is provided. Materials budgets have increased marginally, and some money for staff training and education has been added.

The Facilities Manager will be handling most capital expenditures through his budget, which will be in the form of a prioritized list, and which may change due to circumstances. Replacing the floor in the Merry Room is included in that budget. Smaller capital items will be requested through the library budget including meeting room chairs, enclosure of the dumpster, and re-upholstery of furniture.

### **Reading Garden Entrance Committee**

Ms. Jankowski told the Trustees that she was making two requests to the Inc. Board for their biannual meeting: to transfer money left by Stan Merry to the library – about \$22,000 – to the Reading Garden account and to have the Inc. Board give assurance that it will cover any costs that Reading Garden Entrance funds cannot cover. This would allow the project to be launched while the Committee continues fundraising. About two thirds of the needed money has been raised to date. These requests were made in writing as Ms. Jankowski will not be able to attend the meeting; Ms. Mutkoski as Chair of the Reading Garden Entrance Committee will be there to present the requests.

The artists have sent their first invoices and Mr. Bloodgood circulated them for approval of the Trustees. All invoices were signed and approved by the six Trustees.

**Moved** by Mr. Healy, seconded by Ms. Mitchell, to adjourn at 5:20 pm.

**Vote:** 6 – 0 in favor

Distributed: Director's Report, Department Reports, FY17 Budget