

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 10, 2017**

TOWN CLERK

2017 MAR -2 PM 2:11

DUXBURY, MASS.

Members Present: Cristin Mitchell (Chair), Craig Bloodgood, Lamont Healy
Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), Nancy Denman
(Head of Children's Services), David Murphy (Head of Reference), Denise Garvin (Head of
Circulation), and Deborah Killory (Administrative Assistant)
Also Present: Joanne Moore, Council on Aging Director

The meeting was called to order at 4:03 pm in the Lanman Room at the Duxbury Free Library.

Appointment: Council on Aging

Joanne Moore, Council on Aging Director, spoke to the Trustees about a proposed addition to the Senior Center. A feasibility study is underway. A survey has indicated that the number of seniors in town is increasing and the use of services of the Council on Aging is also increasing. The proposed addition will include a larger fitness room, a second room for the social day programming for seniors with Alzheimer's with a restroom, a nurses' office, and a classroom to accommodate 50 people.

Donna Ryan arrived at 4:10 pm; Karen O'Brien arrived at 4:12 pm.

The Council on Aging is requesting \$182,000 at Town Meeting for architectural drawings at Annual Town Meeting in March. The total cost of the project is expected to be \$1.9 million. A capital fundraising campaign will be launched.

Minutes

The minutes of the December 13, 2016 meeting were presented.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the minutes of the December 13, 2016 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell reported there had been a resolution to the budget presentation/personnel situation. She thanked the Library Director for all her hard work and Ms. Ryan and Mr. Healy for attending the meeting with the Finance Committee.

Director's Report

Ms. Jankowski reported that the December 9 All-Staff Meeting had been fantastic. Jessica Lamarre and Larissa Farrell did a great presentation on Canva, software for development of marketing materials. The remainder of the meeting focused on strategic plan brainstorming. The Division Heads had prioritized topics prior meeting and everyone participated in developing objectives and activities.

(In answer to a question from a Trustee, Ms. Jankowski talked about spending time at the courthouse, along with a couple of other staff members related to stolen DVDs. The patron involved had been implicated in several other cases. The patron has not returned to the Library since caught stealing a DVD.)

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. A Trustee asked if, given the large number of donations and the small number kept by the library, it was worth it to receive donations. Ms. Hickey said that some donations went to the Friends' book sale and some to Better World Books. Large donations are discouraged due to staff and space limitations.

Friends of the Library Report

Ms. O'Brien said that the annual drive is on track. Kittie Marrone is a new member of the Board. The children of another new board member have not attended Duxbury schools; the family has used the Library as an educational resource.

Policy Review

No changes were proposed for the Use of Library Policy or for the Meeting Room Use Policy

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the Use of Library Policy and the Meeting Room Use Policy as they are.

Vote: 5 – 0 in favor

Reading Garden Entrance Project

Ms. Jankowski announced that the new entrance is open and the fence is down. She extended special thanks to Mr. Bloodgood and noted that having an artist and curator made such a difference; Ms. Mitchell seconded those feelings. The Reading Garden contains the most public art in the area. Mr. Bloodgood is working on the donor plaque. That plaque and artwork plaques are in production.

A walkthrough to put together the punch list for the interior portion of the project has taken place. There are some issues with the display case and the exterior and interior doors. Kneeland is responsible for ensuring that the new interior doors function properly. The exterior door has a motor problem that may be the result of aging equipment. The Facilities Director is involved with examining this issue and has also posted "Keep off the Landscaped Areas" signs in the garden. Leftover capital funds for exterior painting will be used to repaint the columns in the spring.

Strategic Planning

A very ambitious plan has been put together; Ms. Garvin was very involved in the overall project and in the writing of the narrative. This is a living document. Most of the objectives and activities will be accomplished, but there may be some changes over five years because of rapid changes in libraries. The Trustees expressed their thanks. Mr. Healy asked who we are reaching and whether notices about library matters should be in other newspapers beyond the Duxbury Clipper, perhaps the Patriot Ledger and the Brockton Enterprise. Ms. Jankowski said that she would have the marketing committee look into this.

FY 18 Budget

Ms. Jankowski said that her meeting with the Finance Committee had been interesting. The Town Manager presented the proposed change in staffing which actually cost less than the originally presented FY18 budget. The Finance Committee approved filling the 35 hour Library Associate position, restoring the Tech Services Librarian position to 40 hours, and creating two 19 hour positions. The Director is seeking permission to get the process going. Human Resources staff members were unavailable the week of the Trustees meeting, so the process is currently on hold. The Director has revised the posting for the Full-time Librarian position, which must be posted for 10 days.

Ms. Ryan announced that she has taken out papers to run for reelection; she anticipates that Jane Robbins, Co-Chair of the Friends of the Library, will be pulling papers for the position vacated by Brooke McDonough when she moved.

Moved by Mr. Healy, seconded by Ms. Ryan, to adjourn at 4:50 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Use of Library Policy, Meeting Room Use Policy