

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 13, 2017**

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, Karen O'Brien, and Jane Robbins

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)

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

Minutes

The minutes of the May 9, 2017 meeting were presented.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the minutes of the May 9, 2017 meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Ms. Mitchell noted that the Friends Elin Hilderbrand program had been a great event with a sellout crowd.

Director's Report

Ms. Jankowski referred to her written report. She said that Tony Kelso, whose father was an original Inc. Board member, would be joining the Board and that Tony felt honored to be asked. The Director then announced that she would be retiring on December 22, 2017 and presented a letter addressed to the Board of Library Trustees. She feels that the Library has never been in a better place with brilliant Friends, great Trustees, an amazing staff, great relationships with Town departments, and community engagement. She stated that she would always be there to help.

Ms. Jankowski suggested that the Trustees consider applying the model used by the Harbormaster to appoint an internal candidate and reminded Board members that they have the authority to appoint the Library Director. There is a strong internal candidate in Head of Circulation Denise Garvin, who started at the library working part-time then full-time and has worked in all departments. Ms. Garvin also has knowledge of technology and a passion for the Library.

The Trustees said that they were happy for Ms. Jankowski and thanked her for her service to the Library. The Director told the Board that she had informed division heads of her decision the previous week and staff the previous day at the end of a staff meeting. She has scheduled an appointment with the Town Manager and will present him with a copy of her resignation letter to the Trustees. She noted that it is a credit to her, the staff and the institution to have a strong internal candidate and said that consistency and internal wisdom would be important with many retirements coming up.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Trustees observed that, as usual, the summer programs look amazing. They also commented on the great connections: Duxbury Middle School classes have been coming to the Library and Library staff has been visiting classes in the schools.

Friends of the Library Report

The Friends will be supplying food for the Reading Garden Entrance celebration and acting as greeters. Cristina Farup and Maureen Baraky are Co-Presidents of the Board and Kathy Skilliman is the new secretary. Jane Robbins, now a Library Trustee, will be coming off the Friends Board. The Friends will be presenting the Library with their annual check for materials on Friday.

Policy Reviews

The Director recommended no changes to the Friends of the Library Policy, the Gifts Policy or the Patron Records Policy.

Moved by Mr. Healy, seconded by Ms. Robbins, to approve the Friends of the Library Policy, the Gifts Policy and the Patron Records Policy as presented.

Vote: 6 – 0 in favor

Reading Garden Entrance Project

The Director commented on how amazing the garden looks. Patty Campbell has been working in the garden, marking dead plants, re-edging and re-mulching. Friends' member Shirley Straface will be putting out urns filled with flowers by the pillars at the entrance and Mr. Bloodgood will be working on attaching plaques for the benches and sculptures today. Ms. Ryan said that the final party planning meeting was scheduled for later in the day. About 75 people are expected to attend. John Murphy will supply the music and the Lewis family is excited about the memorial for their son Brandon and will be coming to celebrate his life. Brandon would have been 25 this year and he loved books and the library. Town Manager René Read, Selectman, Ted Flynn, and Facilities Director Brian Cherry will attend.

There will be increasing amounts of shade in the garden as the baby birches mature. Cushions for the metal chairs are being designed; there is only a need for them on really hot days.

Parking/Traffic

Following the May meeting, Mr. Healy drafted a letter on the parking and traffic issue on the campus side of the Library and in the parking lot. Ms. Mitchell asked if there should be a specific call to action by the Board. The Trustees wanted it to be clear that the Library is welcoming students to the Library, but is concerned with the pick-up situation. Mr. Healy suggested that the letter should go to the school, police, the resource officer, and the school committee. The new Superintendent will be starting July 1, but everyone is coming at the issue from different perspectives. The schools don't feel they are responsible for following students after they leave the schools. Christine Hill wrote a letter to the editor about the issue since the last Trustees meeting.

Ms. Jankowski noted that there is mayhem after school with speeding cars, the GATRA bus speeding through the parking lot, unresponsive drivers, and kids spreading out through the parking lot when the sidewalk ends. The Trustees ultimately decided that the letter should be addressed to the Town Manager with an emphasis on the priority of public safety, asking him to champion this issue for the Library.

Ms. Ryan left at 9:02 am.

Moved by Mr. Healy, seconded by Ms. Robbins, to send the amended letter to René Read to get him on board in addressing this problem.

Vote: 5 – 0 in favor

Moved by Mr. Healy, seconded by Mr. Bloodgood, to adjourn at 9:05 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Friends of the Library Policy, Gifts Policy, Patron Records Policy, Draft Letter on Parking & Traffic