

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 8, 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 8:06 am in the Setter Room at the Duxbury Free Library.

Minutes

The minutes of the June 13, 2017 meeting were presented.

Moved by Mr. Healy, seconded by Ms. Ryan, to accept the minutes of the June 13, 2017 meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Ms. Mitchell deferred to the Director.

Director's Report

Ms. Jankowski reported that Ms. Garvin and Mr. Murphy are doing great work on the new website; the second mock up is under review. She noted that the new site will be responsive, with images adjusting to screen size and re-organizing to fit different screens. Launch of the new website is dependent on the update to the Town website, which will be hosting the Library website. Launch is expected to be between September and December. An advantage to the Library of using this approach is cost. The Library will retain total authority and control of the website, which will have the same URL as the current website.

Ms. Jankowski reported that Mary Beth Arcaro has resigned from her twenty hour/week position. The Director will be meeting with HR about the position and hopes to maintain the hours. The Library will be hosting a program with the Senior Center entitled *Life Reimagined*, which is about envisioning life beyond the current one, looking ahead to the next chapter. The Amor Towles Program is already sold out.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Trustees noted the awesome Children's programming. Attendance is through the roof! Ms. Denman reported on an incidence of unruly children at one program. She sent an email to all registered parents and the response was overwhelming and very supportive of the Library and the staff. Some of the unruly kids came in to apologize. The Library Management Team reviewed the situation in relation to existing policies, discussing strategies such as halting the program and asking disruptive kids to leave.

Friends of the Library Report

There has been no Friends meeting since June

Parking/Traffic

Ms. Mitchell and Ms. Jankowski met with Town Manger René in the Reading Garden to discuss the issues, the biggest being between 2:00 and 4:00 when parents arrange to pick up their children after school in the library parking lot to avoid the wait at the school pickup. Mr. Read said that there should be no school pick up at the Library and that there needs to be a meeting with all parties, including DPW, the Town Planner, the new Superintendent of Schools, the Alden and Middle School principals, the Chief of Police, the School Resource Officer, the Library Director, the Chair of the Board of Library Trustees and the Town Manager. It is hoped that a police officer can be in the area after school for the first two weeks. Now the issue is on the Town Manager's radar and is no longer a Library problem. Ms. Mitchell noted that the problem is not solvable by Library staff and that the Library needs the Town Manager to spearhead the issue and pull together a meeting. Mr. Murphy checks for student cars in the morning and will keep the Trustees up to date on this part of the issue.

FY19 Budget

The Director has received the budget packet and a first draft of the FY19 budget is due on September 1. Ms. Jankowski has spoken with the Facilities Director to plan for large capital projects at the Library. The dumpster enclosure is her first priority. No new positions will be requested.

FY17 Holiday Schedule

Ms. Jankowski outlined the proposed schedule, in line with the holiday plan in past years. The Library will be closed on November 10 and 11 (Friday and Saturday) for Veterans Day, will close at 5:00 on the day before Thanksgiving and be closed on Thanksgiving Day, will be closed for Christmas on December 24 and 25, and will be closed for New Years on December 31 and January 1. The Library will remain open on Saturdays December 23 and 30.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the holiday schedule as proposed.

Vote: 6 – 0 in favor

Library's 20th Anniversary

There will be an in-house celebration of the anniversary on November 19 with cake and exhibits.

Library Director Search

Ms. Mitchell reported that she had met with Jeannie Horne to discuss the Library Director search. She got the job description and the posting from the last time the position was open. She asked the Trustees to consider whether the job should be posted only internally or internally and externally. She discussed the option of appointing an interim Director and Ms. Horne said she did not think that was the best option. The last time, a search committee was formed that included a Trustee, a Friend, staff, and community members. It is up to the Trustees to decide how the search will be conducted.

Ms. Ryan suggested that Ms. Jankowski review the job description to see if any changes should be made. Ideally, the job will be posted by the end of the month. The Director said that succession planning has driven hiring and that the staff includes rising stars in librarianship and leaders in professional organizations.

Ms. Mitchell noted that a search committee involves the community in the process and provides transparency. Ms. Ryan expressed her concern about accountability to the community and wanted to be sure that the Trustees had done due diligence. Ms. Mitchell spoke of the advantage of institutional knowledge and that it was good for morale for staff to be able to rise. Ms. Jankowski noted that with upcoming retirements, internal stability is important and that the Town Manager has expressed support of internal posting and promoting from within. Ms. O'Brien expressed the opinion that the Library is where it is today because of the current Director and that the direction would continue with the appointment of an internal candidate. Ms. Ryan pointed out that the new Director should set the course his/herself. Mr. Bloodgood felt that the position should be posted both internally and externally but that the Trustees could be the search committee.

Moved by Mr. Healy, seconded by Mr. Bloodgood to post the position internally and externally.

Vote: 6 – 0 in favor

Moved by Mr. Healy, seconded by Ms. Ryan to have the Trustees be the search committee.

Vote: 6 – 0 in favor

The position should be posted on the MBLC website, posting the job simultaneously internally.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to adjourn at 9:48 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports