

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MARCH 9, 2011**

Members Present: Elane Mutkoski (Chair), James Mandrell, Paula Harris, John Britten, and Laura Sullivan

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's) and Deborah Killory (Administrative Assistant)

Also Present: Richard MacDonald, Jeannie Horne, Wayne Heward, Brooke McDonough, Donna Ryan, Sunny Steadman

The meeting was called to order at 8:07 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the February 9, 2011 meeting were presented.

Moved by Ms. Harris, seconded by Mr. Mandrell, to approve the minutes of the January 18, 2010 meeting as presented.

Vote: 5 - 0 in favor

Appointment: Town Manager Richard MacDonald Human Resources Officer Jeannie Horne, Wayne Heward, Chairman of Personnel Board

Mr. MacDonald told the Trustees that he and Ms. Horne and Mr. Heward had come to talk to the Board about Article 6 of the Special Town Meeting within the Annual Town Meeting. This article provides funding for salary increases to staff covered by the Personnel Plan. Mr. MacDonald reported that after a long process and a lot of hard work by Ms. Horne and the Personnel Board, a fair compensation plan for those covered by the Personnel By-Law had been developed. Staff returning to the plan had not received raises for the past three to four years. Going forward, compensation will be reviewed every three to five years.

Mr. MacDonald is looking for support at the Special Town Meeting for Article 6 to fund salary increases, retroactive for one year. Going forward, these salaries will be covered within the budget process.

Ms. Horne discussed the process of reintegrating employees who had formed the professional units into the Personnel Plan. There was some reclassification, and improved grade structure by level of responsibility, and work on job descriptions. The goal is to finalize job descriptions within the next year and to produce an Employee Handbook. The process and benchmark communities used in the salary survey were discussed.

Ms. Jankowski's evaluation was discussed, with a suggestion that evaluation take place after six months in the position, when all of the trustees will have been in place for at least three months.

Mr. MacDonald told the Trustees that he is hoping to hire a Facilities Manager in the 2013 fiscal year to oversee town buildings.

Ms. Jankowski commented that the Personnel By-Law had been significantly changed and improved and that for the first time employees covered by the plan had been asked for their input.

Chair's Report

Ms. Mutkoski deferred to the Library Director

Library Director's Report

Ms. Jankowski reported Suzanne Gunnerson had been hired to fill the 19 hour (down from 40 hours) reference position and would be starting within the next week. The library has received two State Aid payments that total close to the same amount as last year's State Aid amount.

She said that the library has been very busy.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented.

Friends Report

Ms. Sullivan reported that the Friends fundraising event, Birdies for Books, was scheduled for March 20 and tickets were on sale. The group had already made back the money spent on the event. It will be a challenge to have the event while the library is open. The reference department has been designated as a quiet area and the layout has been developed to keep critical areas clear. Members of the young adult Bookmarks group have been signing up to volunteer at the event. Ms. Jankowski noted how quickly the DPW had responded to a request to hang a banner for the event. If the event works out and is repeated, it would likely be done when the library is closed.

Policy Review

The Collection Space and Posting of Free Materials Policies were reviewed. No changes were recommended by the Library Director.

Moved by Mr. Mandrell, seconded by Mr. Britten, to accept the Collection Space Policy and the Posting of Free Materials Policy as written.

Vote: 5 - 0 in favor

Long Range Planning Committee Update

Ms. Jankowski and Ms. Hickey have been meeting to shape measurable objectives following a brainstorming session with professional staff. All staff will be involved in the activity portion of the plan. Ms. Jankowski has spoken with the Massachusetts Board of Library Commissioners and the library has a two year grace period in which to complete the new plan. The Director would like to have the new plan completed by June 1.

She noted that the library has a high achieving staff with high expectations in the community; there has been a reduction in staff and a shift in focus.

FY12 Budget

Ms. Jankowski presented more detail on the personnel budget. She noted that there had been changes in the structure, with the overtime line, which in the past included both custodial overtime and Sunday hours for regular staff (paid at time and a half), now confined to custodial overtime. Compensation for regular staff members who work on Sundays is now included in the salary and wages line.

The Director reported that she is developing a list of building repairs that are needed, some under \$100 but others close to \$10,000.

This was the last meeting for Mr. Mandrell and Mr. Britten, neither of whom were running for re-election. Ms. Mutkoski extended the thanks of the Board to both. It was noted that Mr. Mandrell's Friday film program has been missed. Books are being added to the collection in each of their names: *1001 Movies You Must See Before You Die* for Mr. Mandrell and *The Blue Book of Sailing* for Mr. Britten.

Moved by Mr. Mandrell, second by Mr. Britten, to adjourn the meeting at 9:00 am.

Vote: 5 - 0 in favor

Distributed: Director's Report, Departmental Reports, FY12 Budget Sheets