

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 13, 2011**

Members Present: Paula Harris (Acting Chair), Laura Sullivan, Lamont Healy, Brooke McDonough, Donna Ryan

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

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

Library Director's Report

Ms. Jankowski reported that the Town Clerk had contacted her and said that the table of campaign information at the library might be in violation of State law. The Director reviewed the sections of the law referenced by Ms. Oates and contacted an attorney at the Office of Campaigns and Public Finance who said that the library's practice of making space available for campaign literature was fine unless public resources were used to distribute information, as through the mail. Ms. Jankowski reviewed this with the Town Manager. The Town Clerk's call was in response to a complaint.

Department Reports

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

Friends Report

Ms. Sullivan reported that the Friends had raised \$28,000 to date through their membership drive, \$7,000 more than their previous best membership drive. Birdies for Books, raised more than \$4,000 and was very successful during library hours. Families, members of other Town Boards, husbands/fathers who had never been in the library before attended. Ms. Jankowski noted the great attention to detail and careful planning to allow library services to continue uninterrupted. She said that there were benefits to holding the event when the library is open.

Director's Evaluation

It was decided that the evaluation tool that was used last year would be used again this year and would be distributed at the May meeting, with a target of having the collation completed in time for the June meeting. Ms. Harris suggested that perhaps they would migrate to use of the town evaluation form next year.

Policy Review

The Posting of Free Materials Policy was reviewed. In light of the discussion about distribution of materials, the Director proposed that the word "distribution" be replaced with "making space available" in line with actual practice at the library.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the changes to Posting of Free Materials Policy as presented.

Vote: 5 - 0 in favor

The Display of Art Policy and the Display of Art in the Bumpus Gallery Policy were reviewed. No changes were proposed.

Moved by Ms. McDonough, seconded by Mr. Healy, to approve the Display of Art Policy and the Display of Art in the Bumpus Gallery Policy as they are.

Long Range Planning Committee Update

Ms. Jankowski and Ms. Hickey have worked hard, with a lot of input from the dynamic staff, to put together a final draft of the Long Range Plan. The Director noted that the proposed plan is fabulous

and ambitious, even after cuts in staffing. The plan has been forwarded to the Long Range Planning Committee, which will meet later in the month to ratify the plan. It will then be presented to the Trustees at their May meeting for final approval.

She noted that the library has a high achieving staff and that there are high expectations in the community; the proposed plant will lead to a slight shift in focus.

Annual Meeting

Election of Officers:

Moved by Ms. Harris, seconded by Ms. McDonough, to nominate Ms. Mutkoski as Chair of the Board of Trustees.

Vote: 5 – 0 in favor of Ms. Mutkoski as Chair

Moved by Ms. Sullivan, seconded by Ms. McDonough, to nominate Ms. Harris as Vice-Chair of the Board of Trustees.

Vote: 5 – 0 in favor of Ms. Harris as Vice-Chair

Moved by Ms. Harris, seconded by Ms. McDonough, to nominate Ms. Sullivan as Secretary of the Board of Trustees.

Vote: 5 – 0 in favor of Ms. Sullivan as Secretary

Moved by Ms. Sullivan, seconded by Mr. Healy, to nominate Ms. McDonough and Ms. Ryan as co-liaisons to the Friends of the Duxbury Free Library

Vote: 5 – 0 in favor of Ms. McDonough and Ms. Ryan as co-liaisons to the Friends

Meeting Schedule

Since the chair was not present, it was decided to defer discussion of the long term schedule until the May meeting. The next meeting was scheduled for Tuesday, May 10 at 8:00 am.

Minutes of previous meeting

The minutes of the March 9, 2011 meeting were presented. Because three trustees were new, attending their first meeting as Board members, they abstained from the vote.

Moved by Ms. Sullivan, seconded by Ms. Harris, to accept the minutes of the March 9, 2011 meeting as presented.

Vote: 2 in favor, 3 abstentions

A facility tour will be conducted at the next meeting.

Moved by Ms. McDonough, second by Mr. Healy, to adjourn the meeting at 8:52 am.

Vote: 5 - 0 in favor

Distributed: Director's Report, Departmental Reports, Posting of Free Materials Policy Draft