

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MAY 10, 2011**

Members Present: Elane S. Mutkoski (Chair), Paula Harris, Laura Sullivan, 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), Nancy Denman (Head of Children's Services) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the April 13, 2011 meeting were presented.

Moved by Ms. Harris, seconded by Ms. Sullivan, to accept the minutes of the April 13, 2011 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mutkoski reported that she had been in contact with the Human Resources Officer concerning the Library Director's evaluation. It was decided that the town forms will be used and that the three veteran trustees will conduct the evaluation this year. She will email the evaluation form and the job description, along with the dates when the forms are due back. They will be compiled. The Director distributed her list of accomplishments since she was hired in January to aid in the process. She also told the Trustees that she will submit her list of goals for the coming year by July 1.

Library Director's Report

Ms. Jankowski reported that there are some significant maintenance issues in the building related to the HVAC system. She is planning to use some State Aid funds for the smaller repairs. She has spoken with the Town Manager about the higher priced items, the leaks in the Resource Room and a damaged chimney cap that had blown off the building. Ms. Jankowski will have the DPW look at the cap and see if they can handle replacing it. She noted that after Town Meeting and the talk of new buildings she felt a strong mandate to take care of this building. She said that the Town Manager told her that he wants to use capital funds on maintaining town buildings. She also spoke to the Town Manager about the fact that both the library is going over budget on both electricity and gas. Some money has been found in the library budget and some will be transferred to cover the utilities.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. A young adult program involving quarterly performances on WATD was discussed.

Friends Report

Ms. Jankowski reported that the Friends have presented the library with a check for \$12,000 for materials for the coming year, in addition to the funds they provide for the Mango and Little Pim language learning systems, Best Friends books, the staff copier and summer programming. Next year, they will offer Best Friend donors the option of becoming 21st Century Donors by choosing to have an ebook purchased in their name. She noted the professional financial reporting of the group.

Meeting Dates

Meetings for the next year were scheduled on the second Tuesday of each month, except for July when there will be no meeting. Meetings will continue to be held at 8:00 am in the Setter Room.

Sunday Schedule

The Director reported that next year's Sunday schedule will extend from Veterans Day weekend to Tax Day, with twenty Sundays beginning November 13 through April 15.

YA proposal

Young adult librarian Ellen Snoeyenbos will be presenting a proposal to the American Library Association for a presentation on radio performing, highlighting the collaboration with WATD. Her high school group the Bookmarks are hoping to make the trip to California for the ALA conference next year if the proposal is accepted.

Policy Review

The Library Programs and Library Volunteers Policies were reviewed. The Director did not propose changes to either program. Ms. Sullivan suggested that the programs policy be amended to allow not only books but other media related to the program to be sold. The Director will propose new language for the next meeting

Moved by Ms. Sullivan, seconded by Ms. McDonough, to approve the Library Volunteers Policy as written.

Vote: 5 - 0 in favor

Long Range Plan

The final plan that was approved by the Long Range Planning Committee was presented to the Trustees for ratification. The plan, including the mission statement, service responses and goals, will be filed with the State and covers five years. The objectives and activities, developed by the staff, are part of an annual action plan and are submitted to the State each year. Only the plan, which is strategic rather than tactical, was presented for ratification. Ms. Jankowski told the Trustees that she will give them the action plan for FY12 next month.

Moved by Ms. Harris, seconded by Ms. McDonough, to ratify the Long Range Plan as written.

Vote: 5 - 0 in favor

Inc. Board Meeting

Ms. McDonough wanted the Trustees to consider whether it was a conflict of interest for her to serve on both the Board of Library Trustees and the Duxbury Free Library Inc. Board of Trustees simultaneously. The Inc. Board had considered this question and felt the Trustees should consider it as well. Chris Flanagan, president of the Inc. Board, consulted Debbie Bornheimer, an attorney who specializes in libraries, with the question. She said that there is precedent for a bridge trustee who is a voting member of each board. Ms. McDonough suggested putting this issue on the next agenda so that the trustees had time to give the matter some thought. The tour of the library was also deferred to the next meeting when all of the new members would be present.

Moved by Ms. Harris, second by Ms. McDonough, to adjourn the meeting at 9:25 am.

Vote: 5 - 0 in favor

Distributed: Director's Report, Departmental Reports, Long Range Plan, Library Director's list of accomplishments