

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 8, 2011**

Members Present: Elane S. Mutkoski (Chair), Paula Harris, Brooke McDonough, Laura Sullivan, and Lamont Healy

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

The meeting was called to order at 8:04 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the October 11, 2011 meeting were presented. A correction was made.

Moved by Ms. Harris, seconded by Mr. Healy, to accept the minutes of the October 11, 2011 meeting as amended.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mutkoski noted that all was well and deferred to the Director.

Library Director's Report

Ms. Jankowski referred to her written report.

Department Reports

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

Friends Report

Ms. McDonough reported that there have been changes to the Friends' board. The membership drive has netted \$10,000 in the first month. The annual staff appreciation luncheon will take place on December 15. The Friends have decided to do a mini-golf fundraising event again this year and have donated a gicl  print to the 375th Committee.

Long Range Plan/Action Plan Update

Ms. Jankowski reported that much had already been accomplished through the unbelievable efforts of an unbelievable staff.

Under the Commons service response, committees on visual impact, the website and space configuration have been set up; an email station on the main level has been put in place; and a gaming console has been purchase that was used on Game Day on November 4.

Under the Current Topics and Titles service response, the benchmark of spending 2% of the print budget for ebooks has already been exceeded; an additional \$5,000 for e-books has been requested from the Inc. Board; the Friends have added an option to use membership money for e-books; a Library Insight link allows library programs to be announced on Facebook with the push of a button; public service announcements have been recorded for PAC-TV; a fireside reading program has been set up with support from the Friends to purchase new copies of worn books; book group kits with discussion questions have been assembled; and the travel collection is being reviewed for currency.

Under the Information Literacy service response, a Mango (language learning) day is being set up with a school collaboration component; instruction for e-book through the reference department is ongoing; the tech plan has been updated by Ms. Garvin to make it current, relevant and accessible; and patron barcode smart scanners are in use.

Inc. Board Meeting

Ms. Jankowski noted that the Inc. Board is a supportive, interested group that is in good financial health. She made a pitch for an additional \$5,000 for building the e-book collection and the response

was positive with the idea of seeking additional matching funds being discussed. Some excitement was expressed about fundraising perhaps for updating the Merry Room flooring and furnishings.

Resource Room Project

On the day of Special Town Meeting, the Finance Committee approved \$24,966.81 in funding for the project to fix leaks and broken down insulation, and deal with mold issues in the Merry Room. It is hoped that the project will begin within the next several weeks. It should take two to three days. Noresco will be onsite for the project, coordinating the subcontractors. Capital funds have been requested to have a comprehensive assessment of the HVAC system done to ascertain whether similar problems exist elsewhere in building and what needs to be done to maintain the system.

Moved by Ms. Harris, second Ms. McDonough, to adjourn at 8:48 am.

Distributed: Director's Report, Departmental Reports

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