

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 10, 2012**

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

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

Minutes of previous meeting

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

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

Vote: 6 – 0 in favor

Chair's Report

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

Library Director's Report

Ms. Jankowski reported that the \$5,000 for ebooks, approved at the Inc. Board meeting in November, has been received. The first piece of the Resource Room project, piping repair and replacement, has been completed. Replacement of the insulation has not yet been scheduled; Noresco is working with a new subcontractor on this portion of the project. The Library has received a \$3,000 grant from the Grafton Fund for technology in the children's department. The Director has presented the FY13 budget to the Board of Selectmen and it was approved. Presentations to a subcommittee of the Finance Committee and to the full Finance Committee are upcoming. Ms. Harris was congratulated on her appointment as President of the South Shore Chamber of Commerce.

The Director reported on the impact of the retirement of long-time circulation employee Doreen Recke and noted the good work that Ms. Garvin, just completing her first year as Head of the Circulation Department, has done on hiring of a replacement. Ms. Jankowski has also completed her first year as Library Director.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. Ms. Mutkoski noted that it was good to see usage numbers up.

Friends Report

Ms. Ryan reported that the Friends have raised \$24,500 with their membership drive to date. The second annual mini golf tournament will be on Sunday, April 1. Ms. Jankowski commented that it was wonderful to have the Friends presence at the Library's author programs.

CPC Proposal

Ms. Jankowski presented a proposal to the Community Preservation Committee a proposal for the restoration of the Trane Field entrance to the library, where mortar and concrete are crumbling. The classic Georgian building was constructed in 1926 as Duxbury High School, later became part of the Alden Elementary School, and was mothballed in 1985 until it reopened in 1997 as the Duxbury Free Library. In the reconstruction project, key historic components were maintained, including the main entrance façade, including the Duxbury High School sign, the iron railing and the roof above the entrance. In deciding whether to fund the project, the CPC took into consideration the fact that restoring the entrance maintains the story of the building. The project was unanimously approved by the CPC. The Trustees were pleased with the process.

Ms. Harris noted that she felt that CPC funds should not be used for maintenance of municipal property, but that since this is a restoration project, she can support it.

Policy Review

The Use of Library Policy was reviewed. No changes were recommended to the policy.

Moved by Ms. Harris, seconded by Ms. Ryan, to accept the Use of Library policy as currently it stands.

Vote: 6 – 0 in favor

The Meeting Room Use Policy was reviewed. No changes were recommended to the policy. The trustees requested that the fee schedule be reviewed at the next meeting and that, going forward, it be reviewed at the same meeting as the Meeting Room Use Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the Use of Library policy as currently it stands.

Vote: 6 – 0 in favor

Trustees Web Presence

Ms. Ryan presented draft guidelines for the Trustees web page. Ms. Harris suggested that the contact email on the page should have a professional address; Ms. Jankowski will investigate whether an OCLN email can be obtained for this purpose. A Web Page Liaison will be appointed at the annual meeting of the trustees following elections and will be responsible for overseeing the page. The page will include names and terms of the trustees. It was determined that the guidelines will be a practice, rather than a policy, and a final version will be presented for approval at the February meeting.

Resource Room Project

The project was fully discussed as part of the Director's report.

The next meeting is scheduled for Tuesday, February 14, 2012.

Moved by Ms. Harris, seconded by Mr. Healy, to adjourn at 9:18 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Departmental Reports, Draft Trustees' Web Presence Guidelines