

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 14, 2012**

Members Present: Paula Harris (Vice Chair), 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 8:10 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the January 10, 2012 meeting were presented. Corrections were made.

Moved by Mr. Healy, seconded by Ms. Sullivan, to accept the minutes of the January 10, 2012 meeting as amended.

Vote: 5 – 0 in favor

Library Director's Report

Ms. Jankowski reported that the Massachusetts Board of Library Commissioners had granted the Library's waiver request and the Library has maintained its certification. She also received a letter from the Board announcing the award of state aid for this year; based on the first payment, it appears that the amount of state aid this year will be similar to last year's. The Director noted what a fabulous job the Friends had done working with the staff on Mango Day and suggested that a letter of acknowledgement be sent to the Friends by the Trustees. Ms. Sullivan, as Secretary, will handle this.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. It was noted that the new library associate has been a great addition to the staff, establishing instant rapport with patrons and needing very little training. The Trustees congratulated Ms. Garvin on receiving her MLIS degree.

Friends Report

Ms. Sullivan reported that the Friends' membership drive has raised nearly \$30,000 to date. Planning is underway for the second annual mini golf day to be held on Sunday, April 1.

The volunteer appreciation luncheon will be held this year in May. The Trustees suggested that the Director look into including the Friends Board in this luncheon. Ms. Ryan asked if the Binsfield reception had been scheduled; Ms. Jankowski reported that the family did not want a reception.

Policy Reviews

An amendment to the Meeting Room Fee Schedule was proposed, eliminating language about meetings outside of hours.

Moved by Mr. Healy, seconded by Ms. McDonough, to approve the Meeting Room Fee Schedule as amended.

Vote: 5 – 0 in favor

The Safe Child Policy was reviewed. No changes were recommended to the policy.

Moved by Ms. McDonough, seconded by Ms. Sullivan, to accept the Safe Child policy as it currently stands.

Vote: 5 – 0 in favor

Community Preservation Committee Proposal

Ms. Jankowski asked that the Trustees take a vote on their support of the proposal to use Community Preservation Act money to restore the Trane Field entrance.

Moved by Ms. McDonough, seconded by Ms. Ryan, to provide voice vote support for the Trane entrance project funding by the Community Preservation Committee.

Vote: 5 – 0 in favor

Trustees Web Presence

Ms. Ryan presented revised guidelines for the Trustees web page. Ms. Jankowski reported that OCLN does not provide email addresses for policy making groups. Ms. Harris asked her to investigate whether the Trustees could obtain a town email address for their web page. The web page will provide a direct link to the minutes of Board of Library Trustees minutes. At the March meeting, this agenda item will be reviewed again under old business with the email address issue resolved.

Resource Room Project

The resource room project is complete; the insulation work is finished and the room, including the carpets, was thoroughly cleaned by the custodians. Programs have resumed in the room. The contractors did confirm that the insulation had been improperly installed.

The next meeting is scheduled for Tuesday, March 13, 2012. Mr. Healy announced that he will not be able to attend the next two meetings.

Moved by Mr. Healy, seconded by Ms. Ryan, to adjourn at 8:32 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, Draft Meeting Room Fee Schedule, Draft Trustees' Web Presence Guidelines.

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