

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 8, 2012**

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

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 8:03 am in the Setter Room at the Duxbury Free Library.

Annual Meeting

Election of Officers

Ms. Mutkoski noted how much she had enjoyed the experience of chairing the board and said that she felt that the chair should rotate.

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

Vote: 6 – 0 in favor

Ms. Harris accepted the nomination.

Moved by Ms. Mutkoski, seconded by Ms. McDonough, to nominate Laura Sullivan as vice-chair.

Ms. Sullivan expressed reservations about taking on the position.

Moved by Ms. Harris, seconded by Ms. Sullivan, to nominate Donna Ryan as vice-chair.

Vote: 6 – 0 in favor

Ms. Ryan accepted the nomination.

Moved by Ms. Harris, seconded by Ms. Ryan, to nominate Brooke McDonough as secretary.

Vote: 6 – 0 in favor

Ms. McDonough accepted the nomination.

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

Vote: 6 – 0 in favor

Ms. Sullivan and Mr. Healy accepted the nominations

Meeting Schedule

Ms. Harris suggested that the Board continue to meet on the second Tuesday of each month at 8:00 in the Setter Room, except in the months of July and August, when the Board would meet at the same time on July 31. All agreed to this schedule.

Minutes of previous meeting

The minutes of the March 13, 2012 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Sullivan, to approve the minutes of the March 13, 2012 meeting as presented..

Vote: 6 – 0 in favor

Chair's Report

Ms. Mutkoski told the Board that the Inc. Board meeting had been very successful. She than updated the Trustees about a meeting that she and Chris Flanagan had conducted with a donor.

Library Director's Report

Ms. Jankowski reported that during the meeting with the Inc. Board she had described the challenges of the changing digital media market for libraries, including the obstacles put in place by the largest publishers. She mentioned a recent demonstration of an alternative, stand-alone ebook option, Freading. The Inc. voted \$2,000 to beta test Freading in the current year and another \$5,000 for ebooks

in the new fiscal year. This was in addition to its \$52,500 allotment to the library for FY13, a 5% increase over last year's funding. The second payment of state aid funds for the current fiscal year was received and was larger than anticipated.

Ms. Jankowski received an invitation from School Superintendent Tantillo to attend the next meeting of the Duxbury School Building Committee meeting for a discussion of construction and communication between the schools and their municipal neighbors during the upcoming school construction project. The meeting is scheduled for Tuesday, May 22 at 4:00 in Room 104 at Alden School.

The Director shared with the Trustees a letter from a new resident that was very complimentary of the library and its staff. She also noted that the library has embarked on a collaboration with Westwinds Bookshop entitled Book Breezes, for a series of author programs running from June through mid-September.

Appointment: Richard MacDonald

Town Manager Richard MacDonald was welcomed by Ms. Harris, who asked Board members to introduce themselves. Mr. MacDonald spoke of his pride in the budget process for the upcoming fiscal year and in the management team at the Town, including the Library Director. He noted that some capital projects were approved and that his focus was on maintaining and caring for existing buildings and, going forward, for the many new buildings currently under construction. To this end, his biggest issue is instituting a Facilities Manager to oversee buildings in Town. The position was approved at Town Meeting in March but, at Mr. MacDonald's request, the funding was not. Another major goal is developing technology for the Town government.

Ms. Jankowski acknowledged how supportive and cooperative other Town Departments had been with the library. The Police Department has been helping out with the after school issues by providing an occasional presence on the ground and in the building, while the DPW and Inspectional Services departments have been very helpful to the library as well. She was also pleased with the cooperative attitude of the School Department with the approach of the school building project.

Mr. MacDonald commented that he would be happy to attend another meeting whenever the Trustees invited him.

The Trustees discussed the evaluation process for the Library Director. Forms had been distributed filled out and were collected by Ms. Mutkoski. She and the new Chair, Ms. Harris, will work on the evaluation together and Ms. Harris will meet with Ms. Jankowski when the collation of evaluation forms is completed. Ms. Sullivan commented that it would be useful to continue to have the outgoing chair who has worked closely with the Director throughout the year work with the new chair on the evaluation. The evaluation will be an agenda item at the June meeting.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Sullivan lauded Kirstin Boothman's displays in the Children's Department.

Friends Report

Ms. McDonough said that Cristin Mitchell had sent her a written report on the meeting. Birdies for Books was a successful fundraiser, eliciting many positive comments from participants and raising almost as much money as last year. The Friends will be awarding a \$500 scholarship to a high school senior again this year; Books at the beach will start up again this year after Memorial Day. Ms. Jankowski noted that the Friends will determine their annual donation to the Library next month.

Schedules

Ms. Jankowski presented the planned schedule for Sunday openings for FY13. Once again, the library will be open for twenty Sunday, this year between November 18 and April 14, except for December 23 and Easter Sunday on March 31. She also presented the proposed schedule for the holiday season with the library closed for the Christmas holiday Sunday, December 23 through Tuesday, December 25 and for the New Year's holiday from 5:00 pm on Monday, December 31 through January 1, 2013. Trustees commented that they would like to see the library open on Sundays throughout the school year. Ms. Jankowski noted that seasonal Sunday hours do not count toward the State's requirements for

hours of operation for libraries. This could be important as Duxbury's population increased to more than 15,000 people, changing the Town's population category for the state and increasing the hours that the library is required to be open. Whereas in the old category, the Duxbury Free Library exceeded the requirement, it now will just meet the requirement.

Policy Reviews

The Display/Exhibit Policy was reviewed. No changes were recommended to the policy.

Moved by Ms. Mutkoski, seconded by Ms. Sullivan, to accept the Display/Exhibit Policy as it currently stands.

Vote: 6 – 0 in favor

The Library Programs Policy was reviewed. The Director proposed several changes to the policy. The Chair directed the Board to review the changes and be ready to discuss them at the next meeting.

The Library Volunteers Policy was reviewed. A couple of minor wording changes were proposed.

Moved by Ms. McDonough, seconded by Ms. Mutkoski, to accept the Library Volunteers Policy with the proposed minor changes

Vote: 6 – 0 in favor

The Display of Art Policy was reviewed. No changes were recommended to the policy.

Moved by Ms. Mutkoski, seconded by Ms. Ryan, to accept the Display of Art Policy as it currently stands.

Vote: 6 – 0 in favor

The Display of Art in the Bumpus Gallery Policy was reviewed. Some changes were recommended to bring the policy in line with current practice. A final section concerning the possible renaming of areas of the building was removed.

Moved by Ms. McDonough, seconded by Ms. Ryan, to accept the Display of Art in the Bumpus Gallery Policy with the proposed changes

Vote: 6 – 0 in favor

Enclosed Concrete Stairway

Ms. Jankowski reminded the Trustees that a question about why the concrete stairway had been closed was brought up at the Annual Town Meeting. She distributed a list of reasons why the stairway had been closed, primarily concerned with safety, to help the Trustees respond to inquiries. The Inc. Board discussed the matter at its May meeting and formed a subcommittee to look into removing the stairs and totally redesigning the entrance to the library.

Collection Space Policy

At the last meeting in March, the Library Director proposed eliminating this policy as she felt that it was primarily a procedure and any other issues covered in the policy were also covered in other policies.

Moved by Mr. Healy, seconded by Ms. Mutkoski, to remove the Collection Space Policy as a policy

Vote: 6 – 0 in favor

Trustees Web Presence

Ms. Ryan asked that all of the Trustees forward to her the email address that they would like used on the trustees webpage.

Ms. Harris thanked Ms. Mutkoski for the excellent job that she has done as Chair. She agrees that the position should rotate.

Moved by Mr. Healy, seconded by Ms. Mutkoski, to adjourn at 9:35 am.

Vote: 6 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Library Policies, proposed library hours, letter from a patron, reasons for closing the stairway