

DUXBURY FREE LIBRARY
BOARD OF TRUSTEE
MEETING MINUTES
JUNE 12, 2012

Members Present: Paula Harris (Chair), Brooke McDonough, Lamont Healy, Donna Ryan, Elaine Mutkoski

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

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

Minutes of previous meeting

The minutes of the May 8, 2012 meeting were presented.

Moved by Mr. Healy seconded by Ms. Mutkoski to approve the minutes of May 8, 2012 with the following change: Change the vote to adjourn the meeting at 9:35 to 6 – 0 in favor.

Vote 5 – 0 in favor

Chair's Report

Mrs. Harris commented on the large amount of publicity the library and library director has been receiving lately with articles in the *Clipper*, *Boston Globe* and *Duxbury Reporter*.

Library Director's Report

Ms. Jankowski had a few additions to her written report. The library had a power outage on Monday and on-going telephone issues all week. Verizon made a service call to the library and service should be back to working order. Also, the HVAC system failed. It is now running on default settings, but needs to be evaluated. The system was developed by Trane, as proprietary software and hasn't been upgraded or updated in 15 years. It has been managed by Noresco. Noresco is scheduled to evaluate and assess the system. Ms. Jankowski has emailed the Town Manager to keep him informed. Also, the irrigation pump failed. A new pump will cost an estimate of \$1,500. Ms. Jankowski said she would wait for the assessment for Noresco to see what the HVAC system will cost before making a decision on the new pump.

The Quarterly All Staff meeting was held for the library staff and the lead committees for the five-year plan presented their findings. The Division heads will take the findings and decide how best to implement.

Ms. Jankowski applied to the Mass Library Leadership Institute.

Ms. Jankowski was appointed to an ad-hoc committee to discuss the town's facilities management position. The committee will try to determine how a facilities manager would fit into the town's structure.

Ms. Jankowski distributed a flyer about BookBreeze, Duxbury's first summer literary festival, and she noted that all summer programming is on track at the library.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Denman handed out a list of Children's Summer Activities. Ms. Mutkoski asked about the amount of time it takes to sort through donations and is it worth it to continue to accept donations. Ms. Hickey said that is something they continuously evaluate. Ms. Ryan questioned the decline in website visits. There was a discussion about the ups and downs of the circulation numbers, but the bottom line seemed to be that many people are still coming to the library.

Friends Report

Ms. McDonough read the Friends Report submitted to the Board by Ms. Sullivan. The board discussed the record-breaking Friends annual membership drive and the many fund-raising initiatives this year. Ms. Harris suggested the Board should send a Thank You letter to the Friends. Ms. McDonough will

write the letter. A discussion followed about sending the letter to the Clipper. It was decided that the letter could be sent. Ms. McDonough will discuss with Ms. Harris before submitting the letter.

Policy Reviews

The Friends of the Library Policy was reviewed. The title “Library Director” should be capitalized throughout the policy. A change was recommended to clarify the gifts section. The words “and Memorials” were deleted from the policy.

Moved by Mr. Healy, seconded by Ms. McDonough, to accept the Friends of the Library Policy with the proposed wording change. **Vote 5 – 0 in favor**

The Gifts Policy was reviewed. A minor change to format was proposed, to change each reference to “library” to upper case.

Moved by Ms. Ryan, seconded by Mr. Healy to accept the policy as it stands

Vote 5 – 0 in favor

A proposed draft of the Patron Records Policy was reviewed.

Moved by Ms. Mutkoski, seconded by Mr. Healy to accept the revised policy as presented.

Vote 5 – 0 in favor

Open Meeting Law

Ms. Harris will bring copies of the open meeting law to the board to review. There was a discussion about the town attorney’s dismissal.

Library Stairwell/Campus Changes

Ms. Jankowski referred to the handout distributed in the previous meeting about why the concrete stairwell is closed. A discussion followed about the feasibility of redesigning the stairwell area, including removing the stairs, designing the area as the main entrance of the library, and incorporating and enhancing the Brandon Lewis memorial/reading garden that is currently there now. A decision was made to have representatives of the Board of Trustees meet with the Library Director and representatives from the Inc. Board as a next step in the path forward. Mr. Healy volunteered as representative from this Board.

Old Business

Library Director’s Evaluation

Ms. Jankowski met with Chairs Ms. Mutkoski and Ms. Harris to discuss her review. She has not yet met with the Town Manager. Ms. Harris said that the process went smoothly and it was beneficial. She congratulated Carol and her staff on a good review and praised them for being such a “high-functioning team.” She also noted she would like to continue to invite other town department heads to Board meetings.

Trustee Web Presence

A reminder that the Board will have a group photo taken for the website at the next meeting on July 31st at 8:00.

Library Program Policy

The Library Program policy was reviewed. A minor wording change was proposed.

Moved by Mr. Healy and seconded by Ms. Ryan to accept the policy as it stands with the proposed minor wording change. **Vote 5 – 0 in favor**

Moved by Mr. Healy, seconded by Ms. Mutkoski to adjourn at 9:16

Vote 5 – 0 in favor

Distributed: Director’s Reports, Departmental Reports, Friends of the Library Policy, Gift Policy, Patron Record Policy, BookBreeze schedule, Children’s Summer Reading Activities.