

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
July 31, 2012**

Members Present: Paula Harris (Chair), Elane Mutkoski, 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)

Also Present Shawn Dahlen (Selectman), Barbara Bartlett (School Building Committee), Dave Lewek (Owners Budget Manager for school building project), Jonathan Santos and Pat Markwarth (Dimeo Construction Company)

The meeting was called to order at 8:03 am in the Setter Room at the Duxbury Free Library.

**Minutes of previous meeting**

The minutes of the June 12, 2012 meeting were presented. One typographical error was corrected.

**Moved** by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the June 12, 2012 meeting as amended..

**Vote:** 6 – 0 in favor

**Chair's Report**

Ms. Harris observed that it was very exciting to have a local artist as the illustrator for the publicity materials for the national summer reading program.

**Library Director's Report**

Ms. Jankowski reported that the ongoing HVAC issues continue in the building. She is keeping the Town Manager informed about the situation.

**Department Reports**

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

**Friends Report**

Ms. Sullivan noted that there was no meeting this month. Two new members have been chosen for the board and other additional board members are being considered. Books on the Beach is ongoing as is funding of the Library's summer programming

**Proposal by Dimeo Construction (School Project)**

Ms. Jankowski has been meeting with Barbara Bartlett concerning a proposal by Dimeo Construction Company (DCC) to house the infrastructure for the internet to be used by the company during the school building project at the library. Ms. Bartlett said that initially, the intention was to house the system at Alden School, but because of bandwidth and firewall issues, this was not an option. Bringing a Verizon line over to the site would cost \$20,000 to \$25,000 because poles and wiring to the site would be involved. If the equipment could be housed in the Library building, the cost would be \$7,000, a significant savings to the Town.

Mr. Santos of DCC presented information on the construction aspect of the project. Three pieces of equipment are involved and he noted that there would be no penetration of the building. Verizon would install the main device, the ONT, in the electrical room. A cable would then be run above the dropped ceiling to the mechanical room, where other equipment will be installed. A cable would exit the building through an existing exit point and a conduit just large enough to house the cable would be tacked along the building to an antenna, which would be secured to an existing metal shield on the south side of the building. Holes in the mortar from tacking the conduit would be repaired by DCC at the completion of the project.

Questions were asked by the Trustees and the Library Director. It was emphasized that the internet system would be a standalone system which would not impact the library's internet network. Library outlets would be used, but the cost is anticipated to be approximately \$5.00 per month. The

Library Director pointed out that the hours the library is open and the construction hours do not match up, so accessing the equipment in the library might not always be convenient for the construction company. DCC anticipates that most issues that arise with its equipment could be handled remotely and the equipment will power itself back on in the event of a power outage. There would be no wireless signal from the DCC system in or near the library building; it would only be live close to the construction trailers.

Ms. Jankowski would like a couple of additional stipulations in the memorandum of agreement: that any costs incurred due to installation, implementation, or removal of the system would be covered by DCC and that the Library Director could terminate the agreement for any reason at any time with thirty days notice. She also suggested that the agreement be reviewed by the Town Manager before it is signed.

Mr. Dahlen said that this is a town wide project and the proposal would save money for the taxpayers of Duxbury. He observed that the Library is serving as a telephone pole for the DCC's internet access. He also noted that time is of the essence and that Mr. Lewek provides budget oversight for the Town. Ms. Harris noted that the Library is a 6/7 day per week operation used by everyone in Town and that it is important to assure that Library services are not impacted by the project. Ms. Jankowski noted the services and flexibility in providing them that the Library has offered to the school and noted that better communication is needed. She also noted that the Library continues to be charged for use of the PAC and requested that these charges be waived.

Ms. Bartlett and a representative of DCC would be present for any work done by an outside agency.

**Moved** by Mr. Healy, seconded by Ms. McDonough, to approve the memorandum of understanding with the amendments proposed by the Library Director and subject to the approval of the Town Manager.

**Vote:** 6 – 0 in favor

#### **Mass Library Trustees Association**

Ms. Jankowski told the trustees about a brochure she received with an application to the Massachusetts Library Trustees Association. The information will be copied and sent to the Trustees, so that they can join individually, if interested.

#### **MFOL Membership/Fantastic Friends Award**

Ms. Jankowski is waiting to hear back from the president of the Friends to find out if they are members of the Massachusetts Friends of the Library group, making them eligible for this award.

#### **FY12 Action Plan Review**

A list of accomplishments by the library under the FY12 action plan was distributed. There was some discussion about accomplishing some of the actions that were put on hold through use of volunteers. The drawbacks of volunteers vs. professional staff were also discussed. The accomplishments of the staff were lauded.

Ms. McDonough left the meeting at 9:00 am.

#### **Open Meeting Law**

Ms. Harris distributed copies of the Open Meeting Law.

#### **Library Stairwell/Campus Entrance**

Mr. Healy reported that an initial meeting has taken place with Ms. Jankowski, Mr. Murphy, Mr. Healy and Steven Wonkka, a patron/architect, in attendance, to discuss the possibilities and costs associated with removing the stairway and redoing the lower level entrance. The Town Manager has been told that the project is in an exploratory phase.

#### **Director's Evaluation**

Ms. Jankowski met with the Town Manager for her evaluation and has received a raise. She has not been provided with a written evaluation. Mr. MacDonald receives the monthly meeting packets for the library.

**Moved** by Mr. Healy, seconded by Ms. Ryan, to adjourn at 9:10 am.

**Vote:** 5 – 0 in favor

Distributed: Director's Reports, Departmental Reports, FY12 Action Plan Review, Dimeo Construction memo