

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 11, 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), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the July 31, 2012 meeting were presented.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the minutes of the July 31, 2012 meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Ms. Harris deferred to the Director.

Library Director's Report

Ms. Jankowski reported that the opening of school went smoothly. At a well attended staff meeting on Monday, there was a discussion of tutor guidelines, to maintain a balance between tutors, students and other patrons at the library.

The Director has been attending meetings concerning the new position of Facilities Manager. She also attended a meeting about custodial services for town buildings, focusing on cleaning and custodial needs with the new buildings in town. The possibility of contracting with a cleaning service for some basic services to supplement, not replace, existing services was discussed

Department Reports

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

Friends Report

Ms. Sullivan noted that she and Mr. Healy attended last week's meeting of the Friends of the Library. Board membership of the Friends is down and they are seeking new members. She also reported that last year's membership drive raised more than \$30,000.

Policy Review

The Non-Certified Library Policy was reviewed. The Director recommended no changes. Ms. Sullivan raised the issue of recertification taking three years and would services for a library resume before that. She was assured that once funding is restored, services would resume.

Moved by Mr. Healy, second by Ms. Mutkoski, to accept the Non-Certified Library Policy as it stands.

Vote: 6 – 0 in favor

Thanksgiving Holiday Hours

Ms. Jankowski noted that the library traditionally closes at 5:00 on the evening before Thanksgiving and she would like to continue that practice this year. The Trustees unanimously agreed.

Moved by Mr. Healy, seconded by Ms. Mutkoski, to adjourn at 8:28 am.

Vote: 6 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Library Annual Report