

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 13, 2012**

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

Staff Present: Carol Jankowski (Director), Nancy Denman (Head of Children's Services), David Murphy (Head of Reference), Denise Garvin (Head of Circulation) and Deborah Killory (Administrative Assistant)

Also Present: Dr. Benedict Tantillo, Superintendent of Schools

The meeting was called to order at 8:02 am in the Setter Room at the Duxbury Free Library.

Guest Speaker: Dr. Benedict Tantillo

Ms. Harris welcomed Dr. Tantillo noting that as the library shares the campus with the schools and so many of the students come to the library after school, the library is looking for good communication and a good relationship with the school department.

Dr. Tantillo affirmed that the Library Director has been good in establishing communication with him and said that he was surprised at how many kids were at the library after school. He noted the amount of tutoring going on and said he would prefer to see the students get their information during the school day. He reported that the school construction project is going well and thanked the library for aiding with internet access for the project.

The Superintendent discussed technology in the schools, mentioning that the new building would be totally wireless and that he plans for every student to have a tablet or laptop. There are already carts of ipads, Mac Airs, or laptops available at the schools. He discussed the new state teacher evaluations and state standards and also the new emphasis on project based learning. The new strategic plan for the schools makes academics a higher priority. Mr. Tantillo also said that the schools are introducing e-textbooks.

Mr. Murphy asked for earlier communication of summer reading lists so that the library could make copies of materials available in a timely fashion. Ms. Jankowski told Dr. Tantillo of the plan for a community read using the book *Wonder* in the fall of 2013, with a visit from the author anticipated, and expressed her hope that the schools would be involved. She provided him with a copy of the book. Ms. Harris thanked the Superintendent for coming to the meeting.

Minutes of previous meeting

The minutes of the October 9, 2012 meeting were presented. One error was corrected **Moved** by Mr. Healy, seconded by Ms. Sullivan, to approve the minutes of the October 9, 2012 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Ms. Harris extended congratulations to Marty O'Meara on her retirement and said that she would be missed. Ms. Jankowski noted what a big help Ms. O'Meara has been in developing programs for the Children's Department.

Library Director's Report

Ms. Jankowski reported that some roof tiles blew off the building during the hurricane. It was hoped that they could be replaced before the northeaster, but it was too windy. She was still awaiting the re-commissioning report from NORESKO; the information is needed for capital requests. Lots of programs are coming up, including a presentation by Mr. Healy next Sunday. More people have been in the building this October than last.

The Director noted that the Town Manager is retiring on January 31, 2013.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Big increases in Twitter use and in visits to the website were noted for the month.

Friends Report

Three new members have been added to the Friends Board and there are now ten board members; the group still hopes to add two more. There will probably not be a Birdies for Books fundraiser this year. The Friends may do more mini-fundraisers including monthly raffle baskets. The membership drive has netted \$10,000 in the first three weeks.

Policy Review

Ms. Jankowski reported that she would like to replace the Internet Safety Policy with an Internet Use Policy. Currently there are internet filters in the children's room. When computer access was first introduced in the library, there was a lot of concern about filters but the only complaint the library has received was that the filters interfered with legitimate searches. Computers are in an open area and staff is empowered to ask users to close any website that is upsetting to others.

Moved by Ms. McDonough, second by Ms. Ryan, to approve the Internet Use Policy as presented.

Vote: 6 – 0 in favor

The Social Networking Policy is the most recent policy the library has adopted. Ms. Garvin helped to narrow down the scope of the policy.

Moved by Ms. Mutkoski, second by Ms. Ryan, to approve the Social Networking Policy as amended.

Vote: 6 – 0 in favor

Stairwell Project Update

Ms. Jankowski reported that she had met with the Fire Chief and the Director of Inspectional Services and they told her that the west side entrance was not needed to meet code requirements. The exit signs must be removed and the stairs need to come down. A presentation on the project was made to the Inc. Board at their semiannual meeting and funding of the demolition phase was requested. Costs were estimated at \$15,000. Phase two will encompass a redesign of the lower level entrance with a reading garden. Phase three will be a redesign of the lower level lobby to be warmer and more welcoming. The Chair requested a written summary of the whole project. The original donors of the west entry will be contacted about the project.

The next meeting was scheduled for December 11, when the Police Chief will be invited.

Moved by Ms. Mutkoski, seconded by Mr. Healy, to adjourn at 9:05 am.

Vote: 6 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Internet Use Policy draft, Social Networking Policy draft