

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 8, 2013**

Members Present: Paula Harris (Chair), Elane Mutkoski, Brooke McDonough, Lamont Healy, Laura Sullivan, and Donna Ryan
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Rose Hickey (Head of Technical Services), Denise Garvin (Head of Circulation), Nancy Denman (Head of Children's Services) and Deborah Killory (Administrative Assistant)
Also Present: Sue Bradford, Executive Director of the Duxbury Student Union

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

Minutes of previous meeting

The minutes of the December 11, 2012 meeting were presented. Two minor changes were made. **Moved** by Ms. Mutkoski, seconded by Mr. Healy, to approve the minutes of the November 13, 2012 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Ms. Harris expressed her thanks to the Friends of the Library for a great lunch and also noted that Mrs. O'Meara's retirement reception was wonderful.

Library Director's Report

Ms. Jankowski noted that there are two internal candidates for the full time Library Associate's position in the Circulation Department, left vacant with Carleen Loper's departure. A verbal offer has been made to Carol Segar, who will be moving from a part-time to a fulltime position; the offer has been verbally accepted. The official offer letter will come from the Town Manager. With the development of the Town's Human Resources Department, there is much more involvement of the Town in the hiring process. While Ms. Harris supports the involvement of the HR department in the process, she expressed surprise that the offer letter is being signed by the Town Manager rather than the Library Director. The Selectmen have appointed Mr. MacDonald as interim Town Manager following his retirement on January 31.

Ms. Jankowski and Ms. Denman have narrowed the strong pool of twenty-three applicants for the Children's Librarian position to eight. Four of the pool are out of state applicants, with the remaining four being Massachusetts candidates. The library is seeking a candidate with an MLS degree and experience working with children.

Guest Speaker: Sue Bradford, Executive Director of the Student Union

Ms. Harris welcomed Ms. Bradford and thanked her for coming. She explained that the Library Trustees were inviting guests to speak at their meetings because they feel that it is important for them to understand what is going on both on the campus and in town.

Ms. Bradford described some of the programs of the Student Union. An after school program for Alden students serves seventy students from 2:00 – 3:00 and twenty for homework club and other activities between 3:00 and 5:00. At 2:45 the Duxbury Middle School after school program includes outside activities as well as programs within the building. A small group of high schools students comes to the DSU to hang out and to do community service with the younger students. Another program involves providing music outside following lunch at the middle school. Ms. Bradford also described a Girls Empowerment program and a summer math program. The DSU, which is a private non-profit, would like to collaborate more with other groups in town, including the Library. Ms. Jankowski mentioned the community read of *Wonder*, tentatively planned for next fall, as a possible area of collaboration.

Department Reports

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

Friends Report

There was one meeting this month.

Policy Review

Ms. Jankowski proposed some changes in the Use of Library Policy. Language concerning contacting the police in response to threatening behavior was strengthened to will, rather than may, call the police, and/or activate the panic alarm. Information on the relevant Massachusetts General Laws was referenced rather than quoted.

Moved by Ms. Mutkoski second by Ms McDonough, to approve the Use of Library Policy as amended.

Vote: 6 – 0 in favor

A change in the Meeting Room Use Policy was proposed to reflect actual practice in scheduling after the library closes.

Moved by Ms. Ryan second by Ms Sullivan, to approve the Meeting Room Use Policy as amended.

Vote: 6 – 0 in favor

Stairwell Project Update

The Committee met yesterday and chose a contractor for the demolition of the stairs based on price. Ms. McDonough and Ms. Griffin are working on assembling a committee for beautification of the entry after the demolition is completed. Mr. Healy and Ms. Jankowski met with a representative of Costello Dismantling of West Wareham later in the day and the contract was awarded. It will be a three day project. The area will be fenced in during the demolition; the company has provided an insurance certificate and pays prevailing wage. The DPW will remove the railings to the stairwell on a Monday and Costello will begin the project the following day. The price for the project is \$12,700, which will be paid by the Inc. Board.

The exit door in the book sale room has been padlocked and bookcases placed in front of it; exit signs in the area have been removed in accordance with the direction of the Fire Chief and the Director of Inspectional Services. Ms. Jankowski met with the Town Manager, who is fully supportive of the project. She will sign the letter awarding the project. A meeting will be set up with reporters from the Duxbury Clipper and the Duxbury Reporter to publicize the project. When a schedule for the demolition is determined, the Trustees will be informed.

Moved by Ms. Sullivan, seconded by Ms. McDonough, to adjourn at 9:15 am.

Vote: 6 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Draft Use of Library Policy, Draft Meeting Room Use Policy