

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 9, 2013**

Members Present: Paula Harris (Chair), Elane Mutkoski, Brooke McDonough, Laura Sullivan, and Donna Ryan
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's Services), Denise Garvin (Head of Circulation) and Deborah Killory (Administrative Assistant)
Also Present: Ted Flynn, Selectman

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

Guest Speaker: Ted Flynn, Selectman

Ms. Harris welcomed former Library Trustee and current Selectman Ted Flynn. She explained that the Library Trustees were inviting guests to their meetings to let other Town entities know about the library and to learn about the Town.

Mr. Flynn updated the Trustees on the status of several law suits that the Town was involved with when he took office. He was pleased that the Facility Manager position has been funded and feels that it is an important step in maintaining Town buildings, including the Library

Ms. Jankowski expressed concern that when Jim Lampert, the Chair of the Fiscal Advisory Committee, spoke at Town Meeting about the state of buildings in Town, the Library was not mentioned. Mr. Flynn encouraged the Director and the Trustees to be more vocal about the Library's needs and to meet with Fiscal Advisory. Ms. Harris said that the Library has been working with the local newspapers to publicize the problems and a letter was being drafted to Mr. Lampert. The Director said that the parking situation was particularly bad during school construction and pointed out to Mr. Flynn that possible additional parking area for the tennis courts and athletic events could be available in the area of the construction road after the project is finished.

Ms. Harris suggested that the warrant should be more available to residents in advance of Town Meeting; Mr. Flynn acknowledged the issue and agreed that Town Meeting needs to be made more efficient. Ms. Harris also pointed out that the Library was granted a waiver for the fourth straight year and noted that the Town needed to begin to fund the Library more fully.

Ms. Harris thanked Mr. Flynn for coming to the meeting.

Annual Meeting

Ms. Harris convened the Annual Meeting and congratulated Ms. Sullivan and Mr. Healy on their reelection.

Election of Officers

Moved by Ms. Ryan, seconded by Ms. McDonough, to nominate Paula Harris as chair of the Board of Library Trustees.

Vote: 5 – 0 in favor

Ms. Harris accepted the nomination, but noted that the position should rotate next year.

Moved by Ms. Harris, seconded by Ms. McDonough, to nominate Donna Ryan as vice-chair.

Vote: 5 – 0 in favor

Ms. Ryan accepted the nomination.

Moved by Ms. Sullivan, seconded by Ms. Mutkoski, to nominate Brooke McDonough as secretary.

Vote: 5 – 0 in favor

Ms. McDonough accepted the nomination.

Moved by Ms. Sullivan, seconded by Ms. Ryan, to nominate Laura Sullivan and Lamont Healy as co-liaisons to the Friends of the Duxbury Free Library.

Vote: 5 – 0 in favor

Ms. Sullivan accepted the nomination; Mr. Healy was not present.

Meeting Schedule

Ms. Harris suggested that the Board continue to meet on the second Tuesday of each month at 8:00 in the Setter Room, except in the months of July, when the Board would not meet. All agreed to this schedule.

Ms. Harris closed the Annual Meeting.

Minutes of previous meetings

The minutes of the February 12, 2013 meeting were presented.

Moved by Ms. Sullivan, seconded by Ms. Mutkoski, to approve the minutes of the February 12, 2013 meeting as presented.

Vote: 5 – 0 in favor

The minutes of the March 12, 2013 meeting were presented. A couple of changes were made.

Moved by Ms. McDonough, seconded by Ms. Mutkoski, to approve the minutes of the March 12, 2013 meeting as amended.

Vote: 5 – 0 in favor

Chair's Report

Ms. Harris noted that it was time for the Library Director's review. Ms. Jankowski will complete her self-evaluation and accomplishments and send to the Chair who will forward them along with evaluation forms to the Trustees. Trustees will return evaluations to the Chair. All will be done via email.

Ms. Harris discussed reaching out to the Fiscal Advisory Committee about building needs. The Director reported that Mr. Murphy has begun video chronicling of some of the building issues. The Chair also reminded Trustees to complete the State Ethics Training if they have not yet done so.

Library Director's Report

Ms. Jankowski reported that Library will be doing the first program of a planned annual collaboration with the Lion's Club. On April 25, "The Healing Power of Dogs" will be presented. She reported that the William Martin Program on April 7 was very well attended and extremely powerful.

The evaluation for staff covered under the Personnel Bylaw process is underway. The management team will be attending a June Makerspace workshop. The Library received a request from the Community Preservation Committee on the status of the CPA project funded at last year's Annual Town Meeting. The Director is preparing a response: that a project manager has been assigned, the project will be completed by the end of May, and that the campus entrance will probably have to be closed for a week for the repairs. The part time Library Associate position will hopefully be filled in May.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. So much is going on in all departments!

Friends Report

Ms. Sullivan reported that planning continues for the fundraising dinner with Richard Russo, planned for July 13. Letters have been sent to the top twenty donors of the past few years and small raffles are taking place in the building.

Policy Review

Ms. Jankowski proposed no changes to the Display of Art Policy.

Moved by Ms. McDonough, second by Ms Mutkoski, to approve the Display of Art Policy as it stands.

Vote: 5 – 0 in favor

Ms. Jankowski proposed no changes to the Display of Art in the Bumpus Gallery Policy.

Moved by Ms. McDonough, second by Ms Mutkoski, to approve the Display of Art in the Bumpus Gallery Policy as it stands.

Vote: 5 – 0 in favor

Tour of Physical Plant

The tour of the physical plant was postponed to a future meeting

Moved by Ms. Mutkoski, seconded by Ms. Sullivan., to adjourn at 9:17 am.

Vote: 5 – 0 in favor

Distributed: Director's Reports, Departmental Reports