

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 13, 2013**

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

The meeting was called to order at 8:07 am in the Setter Room at the Duxbury Free Library.

Guest Speaker: René Read, Town Manager

Ms. Harris welcomed Town Manager René Read. 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. Read noted that he thought of other town employees as co-workers and emphasized collegial relationships. He said that he wanted to move away from relying on beach sticker income and that the Beach Committee is looking at alternatives.

Lamont Healy arrived at 8:15 am.

Mr. Read plans changes in the way that budgets will be done, incorporating a system of department heads meeting with the Town Manager, Finance Director, and the chairs of the Finance Committee and the Fiscal Advisory Committee. He hopes to make changes to Annual Town Meeting, including projecting the language of articles for the audience and providing explanations of the articles in advance, as well as reducing the number of articles at and the duration of Town Meeting.

Mr. Read reported that the Facilities Manager, Brian Cherry has just started and that he is committed to having him spend time at the Library. A lot of information on the building has been gathered and a plan has been formulated, which puts the Facilities Manager in a good position. Mr. Read will discuss with Mr. Cherry and DPW Director Peter Buttkus the process for developing capital requests for the library.

The traffic and parking issues at the library were discussed. Former Trustee Carl Meier was almost hit in the parking lot on the tennis court side of the building, and emailed his report to the Library Director. Athletic field parking and traffic in the library lot has increased since the school construction manager cut a path from the library parking lot to the fields. The Trustees would like the path eliminated. The Trustees noted that a long term solution to this problem must be found and it was suggested that Mr. Buttkus and Mr. Cherry be involved in the discussion.

Ms. Harris thanked Mr. Read for attending the meeting.

Mr. Healy left the meeting at 8:53

Minutes of previous meetings

The minutes of the June 11, 2013 meeting were presented. A phrase was added.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the June 11, 2013 meeting as amended.

Vote: 4 – 0 in favor

Chair's Report

Ms. Harris noted that communications with Elizabeth Lewis of the School Building Committee had not been fruitful. She forwarded the email exchange with Ms. Lewis to John Heinstadt of the School Committee, who suggested that the Trustees contact the Town Manager about the issue. The Trustees would like the path to the athletic fields to be reseeded and access to the fields be fenced off. Signs are in place designating library and tennis court parking.

Ms. Harris and Ms. Mutkoski attended a meeting on the Open Meeting Law. On another topic, the Chair requested that at the next meeting, a more extensive explanation of makerspace be presented.

Library Director's Report

Ms. Jankowski reported that the library has been extremely busy. A campus council meeting was scheduled at the library for the following day in preparation for the opening of school. This is an ad hoc

committee, begun by former Director Elaine Winkvist, to share concerns about activities on the campus and to discuss how the library handles the start of the school year.

Siemens, the company that maintains the library's fire suppression system, will be doing some work at the library. The Library passed its annual inspection by the Fire Department, but they noted some deficiencies including some sensor issues. The problem is erratic, which makes the fix more difficult.

The Director has completed the ARIS report to the state and distributed several pages to the Trustees. Overall circulation is down, but circulation of e-books and e-audio books is up. The Library was open 40 hours less last year due to the weather and power outages. Reference transactions are down, but programs attendance is up. There are 9,700 registered library users in a town of 15,000. The Director will meet with the Town Manager, the Finance Director, and perhaps a Trustee regarding getting out of the State Aid waiver loop.

The Library will be conducting a push for more library card registrations. A survey on library hours has been created and will be distributed from September 3 – 30, both in paper online versions.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Sullivan commented on the good work being done in the departments and commented in particular on the makerspace programs.

Friends Report

No meeting of the Friends of the Library has taken place since the last Trustee meeting. The Richard Russo event was wonderful despite bad weather. There was a \$5,400 profit on the event. Its success has led to a plan to repeat this type of fund raiser next year. The creativity and energy of the Friends board was lauded. Ms. Jankowski has sent thank you cards to all of the Friends following the fundraiser and Ms. McDonough, as Secretary, will send a thank you letter to the Friends on behalf of the Trustees.

Building Task Force

This item was deferred to the next meeting

FY15 Budget

Ms. Jankowski is working with Finance Director John Madden to figure out how to get out of the waiver loop. The timing of budget submissions and State Aid financial reports makes this difficult. She will also be working with new Facilities Manager Brian Cherry on the budget.

Holiday Schedule

The Director presented her proposed schedule for the upcoming holiday season to the Trustees: the library would close at 5:00 on Wednesday, November 27, the night before Thanksgiving; at 1:00 on Tuesday, December 24, and at 5:00 on December 31. This is the traditional schedule for holiday closings.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the holiday schedule as presented.

Vote: 4 – 0 in favor

Policy Review

Ms. Jankowski presented a revision to the Gifts Policy to address money donated to purchase specific items.

Moved by Ms. Sullivan, seconded by Ms. McDonough to approve the Gifts Policy as presented.

Vote: 4 – 0 in favor

Reading Garden Entrance Committee

An incredible dream weaving session was directed by Laurel Lies. Some of the possibilities discussed included a water feature, sculpture, performance stage, and an architectural feature to separate the space. The Committee will meet to discuss the vision that was developed and the next steps to be taken, including fundraising and maintaining the garden. Brandon Lewis funds, as well as remaining Inc. funds from the stairway removal project, will be used. Part of the Lewis money will be used for a sculpture of a child reading; it will include a plaque. As the Library cannot accept gifts, the Trustees will be more involved with maintaining the garden than with fundraising.

Moved by Ms. Sullivan, seconded by Ms. Ryan, to adjourn at 9:52 am.

Vote: 4 – 0 in favor

Distributed: Director's Reports, Departmental Reports, Gifts Policy, section of ARIS report