

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
September 10, 2013**

Members Present: Paula Harris (Chair), Elane Mutkoski, Laura Sullivan, Lamont Healy, 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) Ellen Snoeyenbos (Young Adult/Reference Librarian and Deborah Killory (Administrative Assistant)

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

**Chair's Report**

Ms. Harris deferred to the Library Director, noting that the parking/traffic situation was later on the agenda.

**Library Director's Report**

Ms. Jankowski reported that there has been a quiet start to the school year. No custodian has been stationed outside and a sign has been placed to direct students to the lower level entrance. A teacher is serving as a crossing guard for Alden School students; there is no crossing guard for older students. The Town Manager has been asking about the situation

The director noted that there was a lovely staff meeting yesterday, led by the Children's Department Staff, including the two who were recently hired. The subject of the meeting was enchantment, focusing on the customer experience.

The Town Manager has directed that all staff, boards and committees should have additional training in the conflict of interest law. Two sessions are currently scheduled, the first from 7:00 – 9:00 on September 19 at the Senior Center, the second on September 23, from 10:00 – 11:00 in the Merry Room at the Library. Sessions will be videotaped for those unable to attend.

Ms. Jankowski told the Trustees that she and Ms. Hickey will be presenting a Mini Writers Conference at the Library.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Jankowski commented that it had been a great summer at the library.

**Friends Report**

Ms. Sullivan had not been informed of the new meeting time and was not present at the Friends September meeting. The Board has two new co-presidents, Karen O'Brien and Leah Petro. Ms. Jankowski said that the Friends are considering a Mango event later in the year and are interested in taking part in the Library's planned Downton Abbey events.

**Makerspace Overview**

Ms. Snoeyenbos presented information to the Board on the Library's Makerspace initiative. She noted that this is a new movement that seeks to transform libraries from primarily a collection space to a place where patrons can also come to create and tinker with materials and ideas. Participants are encouraged to learn something new, to explore and to experiment. She cited David Lanke's book *Expect More* and encouraged Trustees to read this brief work to learn about his vision for an expanded role for libraries. She spoke of changing the current nation of consumers to a nation of makers once again. She also spoke about libraries as a place for multigenerational gathering and learning.

Ms. Snoeyenbos circulated an electronics kit called Little Bits, one of eight purchased by the Children's Department to encourage tinkering with electronics. The Children's Department has initiated "Maker Mondays", with a variety of activities for children on that day. She envisions "Tinkering Tuesdays", initially for young adults, but hopefully for adults as well in the future. She passed out a brochure which defines Makerspace and lists Makerspace events already happening at the library. Trustees commented on this being a very exciting initiative and on Ms. Snoeyenbos' enthusiasm.

**Building Task Force**

Ms. Harris asked whether the Trustees should form a building task force now or hold off. Ms. Jankowski suggested that they hold off during the transition for Facilities Director Brian Cherry, who is

providing some assistance to her with her capital requests for FY15. He has suggested working from the outside of the building in and encouraged her to get estimates for replacing the roof of the library and repointing/waterproofing the entire building. She is also planning to request funds for a new energy management workstation. The Director will invite Mr. Cherry to the November Trustees meeting.

### **Policy Review**

A discussion of the Non-certified Libraries Policy was deferred to the next meeting.

### **Traffic and Parking Concerns**

The Director reported that the Town Manager has been actively involved with working to eliminate the path to the athletic fields, constructed during the school building project. He met with the Public Works Director and the Conservation Administrator, as well as Ms. Jankowski and Mr. Murphy. Next week, the School Department will remove the gravel and reseed the area of the path. A snow fence will be installed. The Town representatives agreed that eventually a permanent fence should be installed and that traffic in the area is a problem. Eliminating athletic event parking in the library lot should help.

The Town Manager is very concerned about campus safety, and sees the issue as a Town issue, not a school or library issue. Enforcement is needed on the campus side of the building. Police officers were in the area for the beginning of school, issuing warnings about fire lanes and saying tickets would be issued this week, but no officer was there on Monday.

### **FY15 Budget**

Ms. Jankowski distributed a preliminary budget. Ms. Harris said that the documents would be collected following the discussion as this is not the final budget to be presented at Town Meeting. The Director noted that she is proposing to restore the reference librarian position to forty hours; it is currently at thirty-five hours. Discussion has been taking place about custodial coverage at the library. The proposed operating budget has been increased by 5.9%, while the overall proposal shows a 4.3% increase.

### **Reading Garden Entrance Committee**

The group will be meeting tonight; a full report will be made at the October meeting.

### **Minutes of previous meetings**

The minutes of the August 13, 2013 meeting were presented. A correction was made.

**Moved** by Mr. Healy, seconded by Ms. Sullivan, to approve the minutes of the August 13, 2013 meeting as amended.

**Vote:** 5 – 0 in favor

**Moved** by Ms. Mutkoski, seconded by Ms. Ryan, to adjourn at 9:25 am.

**Vote:** 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, Makerspace brochure, preliminary budget proposal