

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 12, 2013**

Members Present: Paula Harris (Chair), Elane Mutkoski, Brooke McDonough, 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) Rose Hickey (Head of Technical Services) and Deborah Killory (Administrative Assistant)

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

Guest Speaker: Brian Cherry, Facilities Manager

Ms. Harris welcomed Mr. Cherry and told him that the Trustees have been meeting with various town entities to share information on the function of the Library and other departments/ institutions. She also noted that the Board of Library Trustees, like the School Committee, has jurisdiction over its building(s) and that the Trustees have been looking forward to the hiring of the facilities manager.

Ms. Cherry told the trustees that he focuses on four facets of building services: corrective maintenance, protective maintenance, capital repairs, and project work.

Mr. Healy arrived at 8:10 am.

Protective maintenance includes life safety aspects of the building such as sprinkler systems, fire alarms and emergency lighting. Mr. Cherry hopes to have one company handle the protective maintenance functions for all Town buildings. He wants to develop a five to ten year outlook for each building, open to modification as needs may change, and noted that Ms. Jankowski already had a plan laid out. He envisions eventually having a department in a central location with some consolidation with the school facilities manager. He discussed the possibility of having an HVAC technician to handle all Town buildings

When asked about his vision for the Library building, Mr. Cherry noted that he believed in a top down/outside in approach and would prefer to defer work on the energy management system until he knows what the Town-wide approach to HVAC will be. He plans to work together with the Library on building projects and maintenance whether the money is in the Library budget or a Facilities Management budget and believes in the importance of communication.

Ms. Harris thanked Mr. Cherry for his time and for sharing his plan for the Library and noted that it brought peace of mind to the Trustees. She indicated that he would be invited back in the future.

Minutes of previous meetings

The minutes of the October 8, 2013 meeting were presented. A correction was made.

Moved by Ms. Mutkoski, seconded by Ms. McDonough, to approve the minutes of the October 8, 2013 meeting as amended.

Vote: 5 – 0 in favor

Chair's Report

Ms. Harris noted that she was glad to see that books were being donated to the Road to Responsibility.

Library Director's Report

Ms. Jankowski had attended the Incorporated Board meeting the preceding Saturday and announced that the endowment was doing very well. She also said that the Inc. Board was excited about the reading garden entrance project. Jane Bradley of the Inc. Board said that she thought many of the donors to the original Library building project would be interested in donating again. The possibility of Ms. Bradley (or John Britten) doing a podcast on the history of the library was discussed.

The Director noted that there had been some minor vandalism to a couple of employees' cars; she will contact the police department. She also informed the Trustees that she had heard from the Board of Library Commissioners that the Duxbury Free Library was certified without a waiver this year. She distributed the Town Report, which summarized Library events in FY13. She pointed out that the bench at the edge of the parking lot was a gift of the 350th Committee and has been placed at the GATRA bus stop. Ms. Harris reported that she had reached out via email to Debbie Bornheimer about attending a Trustees meeting.

Department Reports

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

Friends Report

The annual appeal has been mailed out and fundraising, is ahead of last year. The Friends have scheduled their annual staff luncheon on December 11 and hope that the Trustees will attend. They have a plan to get together with foreign language teachers in the schools as part of their Mango outreach. There are now fourteen Board members, all energetic and enthusiastic.

Policy Review

The Internet Use Policy was approved at the last meeting with no changes, but since then Ms. Denman and the children's department has discovered that fourth graders need the internet for their homework this year. The current policy requires students under grade five to have adult supervision to use the internet. Ms. Denman felt that the students were self-sufficient using the computers and requested that grade "5" in the policy be changed to grade "4". Ms. Jankowski recommended the change.

Moved by Ms. McDonough, seconded by Mr. Healy to approve the Internet Use Policy as amended.

Vote: 5 – 0 in favor

Traffic and Parking Concerns

At the last meeting, Ms. McDonough and Ms. Jankowski were directed to draft a letter to the Police Chief concerning continuing traffic concerns on the campus. Ms. McDonough felt that these concerns had already been presented to the Chief and to the Town Manager and was concerned that a letter could be counterproductive. Mr. Healy agreed that a letter might not be productive. Asked her opinion, the Director said that she was concerned that a letter could have a negative effect. Ms. Harris said that she considers it a public safety, rather than a traffic issue and that parking in the fire lanes scared her. It was decided that rather than a sending a letter to the Chief, Ms. Harris will contact Paul Brogna of the Highway Safety Committee to explore their role in public safety and the concerns of the Trustees.

FY15 Budget

The FY15 budget forwarded to the Finance Committee included all of the changes requested by the Director except restoring custodian Ray DeGaut's hours at the library to forty. On November 25, the Director will meet with the Board of Selectmen for a budget review. She will meet with a Fiscal Advisory Committee representative and Brian Cherry on November 15. On December 3, she will meet with both the Finance Committee and the Fiscal Advisory Committee in a joint meeting. Ms. Harris suggested that the Trustees presence would be helpful at the meetings.

Reading Garden Entrance Committee

The Committee is currently meeting with local landscapers Stu Ruggles, Sara Weihman, and Bob DiRamio, to help with the preparation of the RFP for the project. Hoyt Cousins will forward information to the committee.

Moved by Ms. Mutkoski, seconded by Mr. Healy, to adjourn at 9:32 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, Draft Internet Use Policy, Library Annual Report to the Town, and the Hour of Code is Coming document