

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

Members Present: Donna Ryan (Acting Chair), Elane Mutkoski, Brooke McDonough, Lamont Healy, and Laura Sullivan

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 8:07 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

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

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

Vote: 5 – 0 in favor

Chair's Report

Ms. Harris had spoken with Paul Brogna of the Highway Safety Committee who said that the Committee would be happy to have Ms. Jankowski and a Trustee attend one of their meetings.

Library Director's Report

Ms. Jankowski noted that SEIU contract negotiations were still ongoing with no sessions scheduled at the present time. She reported that this was the Hour of Code Week and that there were dedicated computers in both the reference and children's departments. The program is sponsored by national computer science educators to underline the need for more people in the programming field.

Department Reports

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

Friends Report

Ms. Sullivan reminded Trustees that they are invited to the Friends luncheon on December 11 and hoped that Friends, staff and Trustees would mingle at the event. The Friends are planning a Mango Day in January to promote Library's Mango Language Learning Center. Donations to the annual appeal are ahead of last year at this time.

Policy Review

The Director had no changes to propose to the Duxbury Free Library By-Laws.

Moved by Ms. McDonough, seconded by Ms. Mutkoski, to approve the Duxbury Free Library By-Laws as they stand.

Vote: 5 – 0 in favor

Evaluation of Board Operations

Ms. Mutkoski noted that the timing of the Director's Evaluation has been an ongoing concern as new Board members are not ready to evaluate the Director immediately after their election. Ms. Jankowski pointed out that the new Town Manager may make changes in the evaluation process. It was suggested that Ms. Harris contact the Town Manager concerning this issue.

Traffic and Parking Concerns

As noted in the Chair's Report, the Director and a Trustee will attend a meeting of the Highway Safety Committee.

FY15 Budget

The FY15 budget was presented to the Board of Selectmen, with a positive response from the Chair. The Facilities Manager and the Library Director appeared before a joint meeting of the Finance Committee and the Fiscal Advisory Committee. There was a lengthy review of the big ticket items; Ms. Jankowski was not certain whether these items were supported by the Fiscal Advisory Committee, but will check in with the Chair

of the Committee. She presented the historical context, that twenty years ago the building was taken out of mothballs and renovated. Mr. Cherry was a good advocate for the library and the Finance Director also spoke in support. It was suggested that insurance money be pursued for repairs to the ceiling and attic walls; Ms. Jankowski noted that leaks had to be repaired first.

Reading Garden Entrance Committee

The Committee agreed that a non-library professional chair should be appointed for the Committee and that the chair should be a resident. Trustee Elane Mutkoski was appointed. At the next meeting, scheduled for December 16, Scott Lambiase, Procurement Officer for the Town, will attend in preparation for the drafting of an RFP for the project. Ms. Jankowski noted that the Library has a Visual Impact Committee that would like to work with the Reading Garden Committee on changes in the lower lobby.

Moved by Ms. McDonough, seconded by Ms. Mutkoski, to adjourn at 8:40 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, Duxbury Free Library By-Laws