

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 11, 2014**

Members Present: Paula Harris (Chair), Elane Mukoski, Laura Sullivan, Donna Ryan, and Brooke McDonough

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 8:08 am in the Setter Room at the Duxbury Free Library.

Chair's Report

Ms. Harris noted that all of the Trustees attended Annual Town Meeting. She congratulated the Director and the staff for their preparation on the roof issue. The Chair had contacted the Human Resources Director about the Trustees concern with the timing of the Director's evaluation in relation to Town Elections. Ms. Horne said that she would give the issue some thought; evaluations are relatively new town-wide. If the town does not make a determination, the library can consider having the Trustees going off the board give input on the Director's assessment. General discussion about the evaluation process ensued. Ms. Denman talked about the evolution of the process within the library; rating numbers are no longer used and have been replaced by narratives. Constructive feedback and direction are not avoided. Ms. Sullivan said that now was the time to perfect the process, while things are going well.

Next month, following town elections on March 22, the Board of Trustees will have its organizational meeting and rotate roles.

Minutes of previous meetings

The minutes of the February 11, 2014 meeting were presented. A correction was made.

Moved by Ms. Sullivan, seconded by Ms. Mutkoski, to approve the minutes of the February 11, 2014 meeting as amended.

Vote: 5 – 0 in favor

Library Director's Report

Ms. Jankowski reported that she had received a thank you from Peter Sullivan of the Sidewalk – Bikepath Committee for inviting him to the February meeting. She informed the Trustees that she will be away on vacation from March 20 through March 27. The custodial situation has worked out very well with senior write-off volunteer John Carney, who would like to stay on after Art Adler returns, and Roger Overton who has been on loan from the Senior Center under a program called Citizens for Citizens. Mr. Adler will be coming back to work in a week.

The Director told the Trustees that there have been additional police details in front of the building and some tickets have been issued. She felt that going to the Highway Safety Committee meeting made a difference. Ms. Jankowski plans to attend another meeting before the start of the next school year and the opening of the new school.

The Director reported that following the digitization of Duxbury High School yearbooks and their availability through the library website, there had been a challenge by a graduate of DHS of the Library's right to make his picture public. The Digital Commonwealth Project has been digitizing yearbooks for many towns and this is the first challenge. Ms. Jankowski will be discussing this matter with the Town Manager.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. A Trustee asked whether, given the number of donations and the small percentage being added to the collection, it was a good use of time to accept donations. It was noted that it is a good will gesture to accept the items and not a lot of time is involved. Many donated item go to the book sale room or are donated to two charities. The success of *The Lion King* film experience was discussed; the Children's Department plans to do a similar program with another movie in the summer.

Friends Report

The Friends of the Library are working on another summer author program in August, this time with Andre Dubus, at Leah Petro's house.

Policy Review

The Director made some changes to the Community Information Policy to reflect the actual practice at the library.

Moved by Ms. Mutkoski, seconded by Ms. McDonough, to accept the new draft of the Community Information Policy as written.

Vote: 5 – 0 in favor

Book Drop and Parking Concerns

The closing of the book drop at the lower level entrance during the day was discussed. Several Trustees felt that the availability of the book drop all day would be a convenience for patrons. Ms. Jankowski when asked why it has not been open responded that it is not near a staffed area and vandalism has been a problem in the past. The staff has never received a complaint about this matter. It was proposed that the book drop become a part of the Reading Garden Entrance Committee project and further discussion was deferred.

Annual Town Meeting

The \$300,000 capital request for roof replacement and repairs to the cupola passed at town meeting. The Director will be meeting with the Facilities manager about the project. Submitting an insurance claim for damaged ceiling was discussed

Reading Garden Entrance Committee

The Procurement Officer has drafted a preliminary RFQ – Request for Qualifications – a proposal for designers, and will meet with the Committee again this evening to work on expanding the document. The RFQ will then be posted. A second stock donation has been received from Nancy Herndon for the project and will be combined with the Brandon Lewis Fund and proceeds from Ms. Herndon's first stock donation towards funding the project.

Tour of the Physical Plant

The tour was postponed to the next meeting when it should be the first item on the agenda.

Moved by Ms. Mutkoski, seconded by Ms. Sullivan, to adjourn at 9:00 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, draft Community Information Policy