

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 8, 2014**

Members Present: Paula Harris (Chair), Elane Mutkoski, Donna Ryan, and Brooke McDonough
Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), 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 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

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

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

Vote: 4 – 0 in favor

Ms. Sullivan arrived at 8:06 am.

Annual Meeting

Ms. Harris convened the Annual Meeting and congratulated Ms. Ryan and Ms. McDonough on their reelection.

Election of Officers

Moved by Ms. Harris, seconded by Ms. McDonough, to nominate Donna Ryan as chair of the Board of Library Trustees.

Vote: 5 – 0 in favor

Ms. Ryan accepted the nomination..

Moved by Ms. Harris, seconded by Ms. McDonough, to nominate Laura Sullivan as vice-chair.

Vote: 5 – 0 in favor

Ms. Sullivan accepted the nomination.

Moved by Ms. Ryan, seconded by Ms. McDonough, to nominate Elane Mutkoski as secretary.

Vote: 5 – 0 in favor

Ms. Mutkoski accepted the nomination.

Moved by Ms. Sullivan, seconded by Ms. McDonough, to nominate Paula Harris and Lamont Healy as co-liaisons to the Friends of the Duxbury Free Library.

Vote: 5 – 0 in favor

Ms. Harris accepted the nomination; Mr. Healy was not present.

Trustees Meeting Schedule

Meetings will continue to be held on the second Tuesday of the month, except for the month of July. The summer meeting will be held on August 12.

Ms. Sullivan thanked Ms. Harris for her service as chair; all of the trustees voiced their agreement.

Chair's Report

Ms. Harris reported that she had not yet set up a meeting with the Town Manager to discuss parking. Ms. Harris will set up the meeting and Ms. Ryan will also attend.

Library Director's Report

Ms. Jankowski has been communicating with the Facilities Manager about preventative maintenance scheduled by Noresco for April 9. She will be meeting with him regarding the upcoming capital roof project, particularly as it relates to library service during the project. DHS Principal Andrew Stevens has informed the Director that there will be no parking available for juniors next year in the school parking lot. She will be scheduling a campus council meeting before the opening of school next year.

A lot of summer programming is being scheduled for all ages. This year's theme is Fizz, Boom, Read. The volunteer appreciation luncheon is scheduled for June 11; the Friends of the Library Board will be invited

again this year. Ms. Jankowski has a meeting set up with the Fire Chief to discuss fire drills and defibrillators. She will also discuss campus safety in light of the school training on lockdown procedures, noting that the library is in a unique campus environment and needs to be involved in training with the Police and Fire Departments.

Two new HR policies have been adopted by the Selectmen: Progressive Discipline and Reasonable Suspicion. Joanne Moore, Director of the Senior Center, and Harry Katz of the No Place for Hate Committee are co-sponsoring a program at the Library entitled "Is Suicide Epidemic?" The Town Manager initiated the program when he realized that there had been five suicides in town in his first five months as Town Manager. He will introduce the program which will include a representative from the Good Samaritans, guidance counselors from the High School, and family members of a person who committed suicide. Ms. Jankowski has talked to Representative Josh Cutler about the drug issue following a well attended program that he and Representative Tom Calter did in Plymouth.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. The Children's Department has eliminated its reference book collection, discarding old items and putting others in to circulation. It was noted that the face of reference is changing dramatically. Circulation has been increasing and the Director noted the many circulating displays.

Friends Report

The Friends of the Library are working on their summer author program with Andre Dubus, which will once again be hosted by Leah Petro. The format will be the same as last summer's program and the charge will once again be \$100. The annual fund raising drive is running ahead of last year and the letters to large donors have not yet gone out. The Friends will be awarding a \$500 scholarship to one student again this year.

Policy Review

The Director proposed a change in title to the Display of Art in the Bumpus Gallery Policy, suggesting that it be called the Helen Bumpus Gallery Agreement Policy as a more accurate title.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve the change in the title of this policy to Helen Bumpus Gallery Agreement Policy.

Vote: 5 – 0 in favor

No changes were proposed to the Display of Art Policy.

Moved by Ms. Harris, seconded by Ms. Sullivan, to approve the Display of Art Policy as it exists.

Vote: 5 – 0 in favor

De-Certified Library: Director Recommendation

The Wareham Public Library appealed its decertification and a waiver was approved, making the issue moot.

Parking

The snow fencing around the parking lot came down; the Director met with Jim Savonen of the Highway Department, who will be re-erecting the snow fence. A more permanent solution for the sports parking issue needs to be discussed.

Reading Garden Entrance Committee

The Subcommittee will be meeting with the Procurement Officer to insert dates, etc., to the RFQ which will then be ready to go.

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. McDonough, seconded by Ms. Harris, to adjourn at 8:50 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, Display of Art in the Helen Bumpus Gallery Policy, Display of Art Policy