

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 10, 2014**

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

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Nancy Denman (Head of Children's 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 May 13, 2014 meeting were presented. An addition was made

Moved by Ms. McDonough, seconded by Ms. Harris, to approve the minutes of the meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Ms. Ryan noted that she had attended the Speak for Yourself dinner which honored the Library Director and she observed that Ms. Jankowski gave the credit to the library staff. Several members of the Friends board attended in addition to Inc Board members Chris Flanagan and Josh Cutler.

Ms. Ryan and Ms. Harris met with the Town Manager for the performance appraisal of the Library Director, which was very positive. They were joined by the DPW Director for an informal discussion of the possibility of adding parking by the tennis courts. Mr. Buttkus pointed out that the land was under the jurisdiction of the school department and that there are wetlands concerns in the area that would have to be addressed. Ms. Ryan emailed the Human Resources Director about evaluations.

The Chair attended the Inc. Board meeting.

Library Director's Report

Ms. Jankowski said that a designer for the roof project will be necessary to provide specifications for the roofing company. She has requested a timeline for the project. The Facilities Manager will be in charge of the technical aspects of the project, while the Library Director is responsible for service to patrons during the process. She plans to follow up weekly on the progress. Ms. Sullivan suggested inviting Mr. Cherry to a Trustees meeting, perhaps in September or October for a full building update. Ms. Jankowski noted that Mr. Cherry has been quick to respond to HVAC malfunctions. The Director would like to move the dumpsters away from the building, to the island in the parking lot, particularly in light of the reading garden project. It will also provide a walkway for students coming to the library from school.

The Director has a call in to HR Director Jeannie Horne about performing CORI checks on the Friends, but hasn't heard back yet. She noted that CORIs are done on those who have contact with "frail and vulnerable populations".

Ms. Jankowski reported that at the Inc. Board meeting there was a robust discussion about the endowment and the library. She presented the digital media lab proposal and the Board exceeded her request, voting to provide \$16,000, rather than the requested \$14,123, in addition to the annual allocation of \$60,000. The Inc. Board members were excited about the lab and associated programming, which is the kind of thing they like to support. At the next meeting, she will do a presentation to the Trustees about the digital media lab project. Expanded seats with Lynda.com will allow patrons in the library to use their digital devices to access the product, thus allowing movable instruction.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Checkouts were up for the month of May.

Friends Report

The Friends are working on their summer events. There is no board meeting scheduled until September. It was noted that the Friends provide refreshments for Book Breeze events and that they have awarded their annual scholarship.

Policy Review

No changes were proposed to the Friends of the Library Policy.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve the of the Library Policy as it stands.

Vote: 6 – 0 in favor

No changes were proposed to the Gifts Policy.

Moved by Ms. Harris, seconded by Ms. Mutkoski, to approve the Gifts Policy as it stand.

To **Vote:** 6 – 0 in favor

No changes were proposed to the Patron Records Policy.

Moved by Ms. Harris, seconded by Ms. McDonough, to approve the Patron Records Policy as it stand.

To **Vote:** 6 – 0 in favor

The word “private” was inserted in the draft Meeting Room Policy presented at the May meeting to clarify that public receptions were permitted in the meeting rooms. A question was raised as to whether Westwinds could continue to sell books at author talks at the library under the changes to the policy. It was pointed out that these programs are in collaboration with the library and that this is covered in the Library’s Program Policy.

Moved by Ms. McDonough, seconded by Ms. Sullivan, approve the Meeting Room Policy as amended.

To **Vote:** 6 – 0 in favor

Reading Garden Entrance Committee

The committee has narrowed the design firms for the project to three and will be interviewing and viewing presentations by the firms on June 24. Fundraising will commence when the design in completed and ready to be presented. The committee is still researching who should sign the contract. More information will be available for the August meeting.

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

Vote: 6 – 0 in favor

Distributed: Director’s Report, Departmental Reports, Friends of the Library Policy, Gift Policy, Patron Records Policy, Draft Meeting Room Use Policy