

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 9, 2014**

Members Present: Donna Ryan (Chair), Paula Harris, Laura Sullivan, Brooke McDonough, Elane Mutkoski, and Lamont Healy
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 August 12, 2014 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Harris, to approve the minutes of the August 12, 2014 meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Ms. Ryan reported that she had attended the Campus Council meeting, which had the highest attendance ever. She noted that demolition of the old schools would be occurring while school was in session, not during school traffic hours and that if there is a problem in the parking lot, the police should be called

Guest Speaker: Director of Facilities, Brian Cherry

Mr. Cherry noted that he is entering year two in the position. He emphasized that his department seeks to diagnose and handle problems before they require capital funds to be expended. Currently, he is working on fine tuning the Library roof specifications with the architect, as a first step in making sure that the building is watertight, working from the top down and then from the outside in. He noted that the roof in the 1997 Library project did not have adequate venting. He said that the emphasis in FY16 and FY17 would be on the energy management work station, primarily replacing the computer so that monitoring could be done remotely in addition to being managed within the building. He expects significant savings from this expenditure. The HVAC technician who has been hired to work with Mr. Cherry is doing an inventory of what equipment is needed for maintenance and a history of the equipment. The Facilities Department will be taking over the life safety systems in the next fiscal year.

The Trustees asked about the status of the Library roof project; Mr. Cherry hopes that the project will be under way the last week of September and completed in six to seven weeks. He talked about phases of the project, with the roof in the old part of the building requiring full replacement with additional ridge vents, flashing, resealing, caulking, and painting the cupola. Downspouts and gutters and sealing the north wall is another phase. He noted that the mechanical systems in the building are a strength. The Chair thanked Mr. Cherry for his presentation.

Library Director's Report

Ms. Jankowski reported that reference librarian Suzanne Gunnerson has had her baby, Graham Martin Doherty. The Library installed a Verizon FIOS system for the public as the courtesy Comcast line is no longer adequate. The plan allows the service to run month to month in the hope that ultimately the library will be connected to the campus system. The Facilities Director, the Town Manager, and the Superintendent all know that the Library would like to explore being a branch of the campus superhighway. The Head of IT at the schools thinks that getting an unfiltered branch could be possible and the Superintendent is open to it. The Board agreed that the Director should proceed and contact the School IT Manager and, perhaps, the Superintendent in a couple of months, after the opening of school. The Town Manager and the Town IT Director were informed of the Verizon decision.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. The good work being done in all departments was noted.

Friends Report

The Friends did not have a meeting in the last month.

FY16 Budget

Ms. Jankowski has requested that the shared custodian be restored to full time at the Library. It was noted that the library does not expend every penny that is appropriated, but returns excess funds to the Town. This should be pointed out when the Library needs money for projects such as the roof. In the FY16 Budget, funds for contracts with Associated Elevator and Siemens (fire monitoring) have been removed and will be in the Facility Manager's budget. The MBLC adjusts the municipal appropriation requirement when funds are moved like this. The first FY16 budget meeting is scheduled for September 16; the Chair may attend.

Library Roof Project

The Director noted that she is impressed with the architect on the roof project. Additional capital funds required for FY16 will be submitted as waterproofing, not roofing.

Reading Garden Entrance Committee

The first official meeting with the designer is schedule for September 11. The Town would like the Inc. Board to gift the money for the project to the Town, to be placed in a special account to be used only for this project. The Inc. Board would like to gift the project to the Town after completion, as they did with the furnishings of the Library during the Alden Project. The Town Manager says that the procurement laws have changed and that he cannot sign the contract if the Town does not have the money to pay for the project. The Chair of the Inc. Board has strong feelings about retaining control of the money by the Board.

Moved by Ms. Harris, seconded by Mr. Healy, to adjourn at 9:25 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Departmental Reports