

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
October 14, 2014**

Members Present: Donna Ryan (Chair), 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), 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 September 9, 2014 meeting were presented; a couple of changes were made.

**Moved** by Ms. McDonough, seconded by Ms. Sullivan, to approve the minutes of the September 9, 2014 meeting as amended.

**Vote:** 5 – 0 in favor

**Chair's Report**

Ms. Ryan reported that she met with the Director and been updated on the new phone system and other matters and had signed the state financial report. She said that Trustee Paula Harris, who was unable to attend this meeting, had spoken to her about an invitation to join the Inc. Board. She would like to accept the appointment, but wanted to get the feedback of the Board of Library Trustees. A protocol is in place for dual membership, as Ms. McDonough is a member of both boards. All of the Trustees approved of the idea.

**Library Director's Report**

Ms. Mutkowski commented that it was great that the Library now had a staff member who could provide notary public services. Ms. Jankowski noted that staff member Lisa Hart did the training on her own time, at her own expense, and was offering the service to patrons free of charge. She lauded the Town IT Director for reorganizing her time when the Library's phone system went down and getting the new phone system installed ahead of the original December date. The annual legislative breakfast will be held at the Thomas Crane Library at 7:45 am on February 6, 2015.

The Director gave an update on the roof project. The pre-bid conference was schedule for October 8; four companies were present, although more may submit bids. Bids are due by 11:00 am on October 16. The Facilities Director, Procurement Officer and project designer will be present to open bids. A pad has been paved in the island in the parking lot in readiness for relocating the dumpsters. This will put them out of the path of students coming to the Library from the schools. The Library has received several requests to have railings installed at the campus entrance. Mike Botzos, who installed railings by the flagpole and by the Friends bookstore when the stairs were removed, has submitted a bid of less than \$1,000. The Director will confer with the Town Manager before going ahead with the project.

Ms. Jankowski told the Trustees that after several years of asking that the Library be included in safety planning for a campus emergency, she met with Steve McDonald (Deputy Chief) and Friend Weiler (School Resource Officer) to discuss it. McDonald understands the need to involve the Library and other campus buildings in planning. He was given three cell phone numbers of Library staff members to contact if an incident occurs. If the schools lock down, the Library would lock down. Another meeting was scheduled for October 28. In the meantime, the Division Heads will work on a temporary safety plan for the Library. Currently, the Library has an evacuation plan for fire emergencies.

**Department Reports**

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

**Friends Report**

The Friends' annual appeal letter has gone out. They are planning on calling attention to the appeal with some lawn signs this year.

**Policy Review**

No changes were proposed to the Internet Use Policy.

**Moved** by Ms. McDonough, seconded by Ms. Mutkowski, to approve the Internet Use Policy with no changes.

**Vote:** 5 – 0 in favor

No changes were proposed to the Customer Service Policy.

**Moved** by Ms. Mutkowski, seconded by Ms. McDonough, to approve the Customer Service Policy with no changes.

To **Vote:** 5 – 0 in favor

No changes were proposed to the Social Networking Policy.

**Moved** by Ms. McDonough, seconded by Ms. Mutkowski, to approve the Social Networking Policy with no changes.

To **Vote:** 5 – 0 in favor

### **FY16 Budget**

To date, the Director had been told of no changes to her preliminary budget proposal. She had a lengthy meeting with Kathy Glynn of the Finance Committee, who suggested no changes. Ms. Jankowski was scheduled to meet in the evening with the entire Finance Committee.

### **Library Roof Project**

As soon as the contractor is selected, a schedule will be set up for the project. The Facilities Manager hopes that the project will be completed by mid-December. The ceiling repair insurance claim cannot be pursued until the building is water tight.

### **Reading Garden Entrance Committee**

Ms. Mutkowski said that there have been delays in the process, but that the project will get done. There seems to have been some miscommunication concerning the project, but hopefully a meeting with Town Counsel, the Town Manager, the Library Director and representatives of the Committee will resolve the issues. She noted that all parties want the project to go forward. Procurement laws have changed in the last fifteen years, since the Library building project, and the law was followed for the removal of the library stairs. She said that the meeting with the designer, scheduled for October 15, has been canceled until the issues are resolved.

A concern was raised about buses parking out in front of the Library; Detective Weiler will address this with First Student, the bus company.

**Moved** by Ms. Mutkowski, seconded by Ms. McDonough, to adjourn at 8:55 am.

**Vote:** 5 – 0 in favor

Distributed: Director's Report, Departmental Reports, Internet Use Policy, Customer Service Policy, Social Networking Policy