

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 13, 2015**

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

Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), Nancy Denman (Head of Children's Services) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:10 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the December 9, 2014 meeting were presented.

Moved by Ms. Sullivan, seconded by Mr. Healy, to approve the minutes of the December 9, 2014 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Ryan reported that she had met with the Director and that the roof project was going well, with substantial completion expected in the third week of January.

The Chair had met the previous Friday with Jeannie Horne, the Human Resources Director, about the Library Director's evaluation. Ms. Horne gave her a draft plan for the evaluation process; Ms. Ryan distributed the draft to the Trustees and asked them to send comments to Ms. Horne. Ms. Ryan's biggest concern was getting input for the evaluation from Trustees going off the Board following elections at the end of March. She would like the Director for have her self-evaluation and accomplishments to the Trustees by March 26 and for outgoing Trustees to have their evaluations complete by March 31. Both Ms. Mutkoski and Ms. Harris will be going off the Board in March; Trustees should be thinking about people to recruit to run for the open seats.

Library Director's Report

Ms. Jankowski reported that a reserve fund transfer of \$5,500 for work on the HVAC system was approved by the Finance Committee and the process of addressing the issue is under way.

Ms. Garvin and Ms. Jankowski met with the Town IT Department to talk about connecting to the School Department's internet "superhighway". They were told that it appears that Schools' bandwidth is already maxed out. They will be meeting with the IT Department and representatives from the School Department on Friday. The Library is considering adding access points within the building. The Director stated that her goal is to provide adequate bandwidth to supply excellent service to all who come to the Library. Right now, the situation is generally adequate. She reminded the Trustees that funding had not been included in the current year's budget to pay for additional bandwidth; it has been included in the FY16 budget.

The roof project is progressing well: the whole roof has been shingled and the crew is now working on soffit vents, gutters, down spouts that need to be replaced, and the flat roof. After substantial completion in the third week of January, the architects will do a thorough inspection of the entire project. As the project nears completion, the insurance company is looking at the ceiling in the reference area that was damaged by the leaks and planning for the repairs is beginning. This will probably require closing access to a large part of the nonfiction collection for the estimated two weeks that the work is underway; some highly used collections may be temporarily moved.

The timer for the exterior lights has broken; work is being done on getting it repaired. The step up from the roadway to the walkway on the campus side of the building has been highlighted with neon paint and caution signs are up. Plans for a railing that will meet ADA requirements but not extend into the roadway are still being developed.

Ms. Jankowski will be on vacation from February 8 through the 15th; it was decided to reschedule the next Trustees' meeting from February 10 to February 3. Ms. Ryan will inform Ms. Harris of the change. The digital media lab is flourishing, especially the media conversion component. Work is being done on making Lynda.com available remotely for Duxbury library card holders. Ms. Snoeyenbos put together a technology forum which included some friendly community advisors and purchase of a 3-D printer is being considered as there is some money left in the budget for the lab. A policy for the 3-D printer may be ready for review at the next meeting.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed; the Trustees commented on all of the good work being done throughout the library. Ms. Jankowski noted that the staff is amazing.

Friends Report

Mr. Healy said that the Friends appeal is 16% ahead of last year; \$37,000 has been received. Future fundraising was discussed at the meeting. An author program is being planned; hopefully arrangements can be finalized with Geraldine Brooks for a June event.

Upcoming Elections/Town Meeting

Ms. Ryan reminded the Board that Town Meeting is scheduled for March 14. The only capital article that concerns the Library is for \$25,000 for an Energy Management Computer. It is being presented by the Facility Director rather than the library, but is specifically for the Library.

Policy Review

The Director had no proposed changes for the Use of Library Policy

Moved by Ms. Mutkoski, seconded by Ms. McDonough, to accept the Use of Library Policy as written.

Vote: 5 – 0 in favor

The Director had no proposed changes for the Meeting Room Use Policy

Moved by Ms. Mutkoski, seconded by Ms. McDonough, to accept the Meeting Room Use Policy as written.

Vote: 5 – 0 in favor

Ms. Mutkoski said that she had had a discussion with the Director about policy vs. procedure. The current procedure is for gifts over \$1,000 to be made through the Inc. Board, which does not like to accept restricted gifts. A patron approached a couple of Trustees about donating \$500 to the Library, with a matching amount from her employer, that she wanted to be for Ms. Snoeyenbos and the young adult department in gratitude for all that Ms. Snoeyenbos had done for her daughter. While Ms. Jankowski and the Trustees were discussing the best way to handle this donation, the patron donated it through the Friends, who have decided to honor her request. Ms. Snoeyenbos will be writing up a proposal for a 3-D printer and requesting money from the Friends above their annual allocation toward the printer.

Ms. Jankowski said that she thought the Gift Policy was good, but the use of the procedures needs to be addressed. In general, she is opposed to targeted gifts but noted that for a special project restricted gifts can be accepted for naming opportunities. She also stated that the Library can accept donations directly and establish an account with the Town, as in the case of the Reading Garden Funds. The Gift Policy will be reviewed at the next meeting.

Reading Garden Entrance Committee

Mr. Mutkoski said that the Committee had received a plan from RDLA that was way over budget and requested a revision. The revised plan was within the budget, but the group was not happy with the design. Ms. Jankowski, Ms. McDonough and Ms. Denman met with the DPW Director and the Director of Inspectional Services to discuss the project. They indicated that DPW was willing to help with some aspects of the project such as irrigation, drainage, and grading, but needed more information from the architect; RDLA said it needed three to four weeks to provide that information. The Committee will be meeting in the evening to discuss this matter further.

After Ms. Mutkoski is off the Board, she will remain as Chair of the Committee. She intends to bring bills to the Board, who will then sign them at the meeting so that they can be submitted to the Town for payment.

Ms. Sullivan left at 9:11 am.

There was some further discussion of the plans, in particular the mounds and how to stabilize them.

Moved by Ms. Mutkoski, seconded by Ms. McDonough, to adjourn at 9:19 am.

Vote: 4 – 0 in favor

Distributed: Director's Report, Departmental Reports, Use of Library Policy, Meeting Room Use Policy, Draft Evaluation Procedure & Form