

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
March 17, 2015**

Members Present: Donna Ryan (Chair), Laura Sullivan, Elane Mutkoski, Brooke McDonough, and Paula Harris  
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 8:15 am in the Setter Room at the Duxbury Free Library.

Ms. Ryan stated that the Board would go into executive session under changes effective July 1, 2010 per Chapter 2 of the Acts of 2009, under Exception 2.

Moved to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel at 8:20 am., and to reconvene in regular session

**Moved** by Ms. McDonough, second Ms. Mutkoski.

**Vote:** in favor Donna Ryan, Brooke McDonough, Elane Mutkoski, Paula Harris, Laura Sullivan, Lamont Healy (present remotely, by phone)

The meeting was called back to order at 9:45 am.

**Minutes of previous meetings**

The minutes of the January 13, 2015 meeting were presented.

**Moved** by Ms. McDonough, seconded by Ms. Mutkoski, to approve the minutes of the January 13, 2015 meeting as presented.

**Vote:** 4 – 0 in favor, Ms. Harris abstained

**Chair's Report**

Ms. Ryan thanked Ms. Mutkoski and Ms. Harris for their years of service and presented them with gifts from the Board. Ms. Jankowski said that they had brought experience and expertise to the Board and had been supportive of the Library. She noted that both women would continue to be involved with the Library.

The evaluation of the Director was discussed. Ms. Jankowski will complete her self-evaluation by March 26. Ms. Mutkoski and Ms. Harris will get their evaluations of the Director in by March 31. Ms. Ryan noted that some of the revisions suggested by the Trustees had been included in the evaluation form.

Ms. Ryan had met with the Director to be updated on the roof construction, interior repairs, and personnel issues, including a resignation and an upcoming retirement. She noted that the February 3 meeting of the Board of Library Trustees had been canceled due to snow.

**Director's Report**

A Trustee asked why the Director had been discussing an open position with the Town Manager. Ms. Jankowski explained that the Finance Committee Chair had indicated the town should not be hiring new staff with hours that would qualify them for health care benefits. The Director pointed out that the Library has been able to attract highly qualified candidates with good compensation packages. She has submitted an expanded organizational chart requested by the Town Manager, who also asked her to submit three scenarios for hiring of the two positions that will be opening at the library. She will be meeting with the Town Manager on March 19 to discuss the positions.

Ms. Jankowski noted that the operating budget of \$1,288,812 passed at Annual Town Meeting. Three service contracts will be taken over by the Facilities Director: HVAC (in FY15), fire detection (in FY16) and elevator (in FY16). Building repairs are still in the Library budget. The requested restoration of custodial hours was not approved in the budget. The capital article for replacement of the failed energy management control system, under the auspices of the Facility Director, passed. An article for an information technology study that covers the Town, the Schools, and the Library also passed.

An April 13 all staff meeting will include a segment at 12:15 by the Police Department which will include the firing of a weapon with blanks, previously approved by the Trustees. The Town Manager and school officials may attend that part of the meeting.

On March 21, Ms. Snoeyenbos and Kevin Osborne will be demonstrating and showing off the library's new 3D printers, two obtained through a YALSA grant and one purchased with Friends and Digital Media Lab funds. Ms. Jankowski noted that the demand for wireless keeps rising, to levels that sometimes exceed available

bandwidth. Adding the library to the schools' superhighway system is still being pursued.

Mr. Healy is interested in expanding the profile of the History Room, in anticipation of the upcoming 400 year anniversary of the Plymouth Colony. There will be volunteers in the History Room on Saturday mornings. Ms. Jankowski will be on vacation for the last week of March and first week of April, returning April 9.

Ms. Sullivan asked about the leak in the fire suppression system. Ms. Jankowski reported that the response had been tremendous to the leak with the Fire Department covering the stacks with tarps that the Library had on hand and rigging up a dam to keep water in the third floor ladies room, where the leak originated; Brian Cherry lining up a water extraction company within an hour and within two arranging for repairs to the fire suppression system; and the staff rallying to move things out of harm's way. The building was closed at 2:00 and by 6:00 work was done. The hope is that renovations from damage to the fire suppression leak and the roof leaks will be handled together during April school vacation week.

### **Department Reports**

The Trustees commented on the excellent work being done in all departments.

### **Friends of the Library Report**

The Friends are working on the summer celebration fundraising event, which will be held at Ms. Mutkoski's home on June 27.

### **RDLA Invoices**

Two invoices had been received from RDLA for the Reading Garden Entrance Committee design. Ms. Mutkoski explained that one was for completion of the original design and one was for reworking the design. Invoices for \$6,250.00 and \$950.00 were approved for payment and signed by the Trustees.

### **Proposed 3D Printer Policy**

Ms. Jankowski presented a proposed 3D Printer Policy. The library now has three 3D printers which are being used in programs and by staff. This policy is for public use of the printers. The Director wants to have the policy in place when the library is ready to allow public use. There will be charges for 3D printing, but the amount has not yet been determined. All print jobs must be reviewed by a librarian. Copyright regulations will be posted; the onus to follow them is on the patron. Some changes were proposed, including taking out some of the introductory informational language and adding a disclaimer. A revision will be presented at the April meeting.

### **Policy Review**

The Director had no proposed changes to the Gift Policy, the Safe Child Policy or the Community Information Policy. The Gift Policy was tabled.

**Moved** by Ms. Harris, seconded by Ms. Sullivan, to approve the Safe Child Policy as it stands.

**Vote:** 5 – 0 in favor

**Moved** by Ms. Harris, seconded by Ms. Mutkoski, to approve the Community Information Policy as it stands.

**Vote:** 5 – 0 in favor

### **Roof Project**

The weather has led to delays in the project, but DDC has been back at work. The roof is completely shingled, with shingles blown off in the storm replaced. The contractor is currently working on the ridge vent, the flat roof and the flashing around the cupola. A work meeting is scheduled. A final guarantee on the roof is needed before the internal repairs can be done.

### **Reading Garden Entrance Committee**

Ms. Mutkoski reported that the Committee saw the new plans and has given the go ahead to RDLA to finish the drawings. By midsummer, they should know whether fundraising will allow construction to begin in the fall. Fundraising events are being planned as well as community information sessions, and a mailing will go out. Included in the plan are low maintenance plantings that will be attractive in all seasons and improvements to the entrance lobby. The cooperation of the DPW will save money; this is a new arrangement for RDLA.

**Moved** by Ms. McDonough, seconded by Ms. Mutkoski, to adjourn at 10:40 am.

**Vote:** 5 – 0 in favor

Distributed: Director's Report, Department Reports, Draft 3D Printer Policy, Gift Policy, Safe Child Policy, Community Information Policy, RDLA Invoices