

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 12, 2015**

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

Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), 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 April 14, 2015 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the April 14, 2015 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Sullivan reported that she and Ms. Ryan met with the Director for her evaluation and that it was a stellar review. They then met with the Town Manager and had a good meeting, with Mr. Read adding comments that indicated that he knew the Director's value, particularly in problem solving. Ms. Jankowski was due to meet with the Town Manager the following day. Ms. Sullivan and Mr. Healy also met with the Human Resources Director about the Collins Study.

The Chair noted that she had attended her first meeting of the Incorporated Board and was impressed with the fiscally conservative, forward thinking group.

Director's Report

Ms. Jankowski commented on the Inc. Board's careful management of funds for the library which resulted in a \$70,000 allocation this year, the largest ever; she reported that the Board also granted her request for an additional \$6,000 to fund the first year of Hoopla, a streaming music and video service which the Library hopes to launch on July 1.

The Director met with representatives of the Sidewalk Committee, the Town Manager, the DPW Director, and abutters including Charlie Weyerhaeuser and Craig Bloodgood of the Art Complex Museum. A lot of ideas and proposals were discussed concerning the Alden Street sidewalk project. Ms. Jankowski asked that she be kept in the loop on the project.

Friends of the Library Report

Ms. Jankowski reported that there were six candidates for the Friends' scholarship; the essays were well written and described how kids connected to the community through the library. The Friends are focused on the June fundraiser. A new slate of officers will be coming in to lead this remarkable group of active board members.

Department Reports

A drop in circulation was noted and possible reasons – improving weather, ongoing construction in the building – were discussed. The Chair noted the good work by all.

Inc. Board Meeting

Paula Harris is now President of the Inc. Board. Chris Flanagan will remain on the Board for the completion of the reading garden entrance project.

Sunday Schedule

Ms. Jankowski noted that the Library is open for twenty Sundays each the winter and proposed a schedule of consecutive Sundays beginning with November 1 and ending March 20, with the exception of the Sunday after Christmas, when the Library would be closed.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the Sunday schedule as proposed.

Vote: 5 – 0 in favor

Director's Evaluation

This matter had already been discussed by the Chair during her report, but she reiterated that it was a pleasure to write comments for the evaluation and to deliver it to the Town Manager, as well as the Library Director.

Policy Review

The Director proposed no changes to the Display/Exhibit Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the motion as is.

Vote: 5 – 0 in favor

The Director proposed no changes to the Program Policy.

Moved by Ms. McDonough, seconded by Ms. Mitchell, to accept the motion as is.

Vote: 5 – 0 in favor

The Director proposed no changes to the Volunteer Policy.

Moved by Ms. Ryan, seconded by Ms. Mitchell, to accept the Volunteer motion as is.

Vote: 5 – 0 in favor

The Director proposed no changes to the Display of Art Policy. The Trustees wanted to review the waiver and penalty language in sections 4 and 5 and bring it back for further discussion next month.

The Director proposed no changes to the Bumpus Gallery Agreement Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the Bumpus Gallery Agreement Policy as is.

Vote: 5 – 0 in favor

Reading Garden Entrance Committee

The Director reported that a “drop dead” date of June 1 has been set to have fundraising materials, promotional materials, and a web page completed for the Reading Garden Entrance Project. The Committee hopes to launch the project to the community with a front page story in the Clipper on June 17. Three information sessions at the Library for the public are planned as well as cocktail parties in the community and mailings which will include a mass mailing to heads of household and direct contact to selected individuals by the committee.

Ms. Ryan talked about the art work in the project. She commented on how helpful Mr. Bloodgood has been with this part of the project. A call to artists will go out for works to include benches, a main piece of art and a piece to honor Brandon Lewis. The committee hopes that regional artists will respond. A June 6 walk through the property for artists is planned and there will be a link on the webpage to a pdf file of the call to artists.

Initial gifts have been made by Nancy Herndon and in memory of Brandon Lewis, but it is not yet certain if Ms. Herndon or the Lewis family will choose to have their names honored in the design.

The Director reminded everyone when discussing the project to be sure to emphasize that this is not a reading garden project but a reading garden **entrance** project. She and Ms. Denman are working on questions and answers as well as talking points concerning the project.

Roof and Interior Repairs

The final sign off for the roof project is on hold pending a sign off by the manufacturer. The first phase of interior repairs has been completed; carpeting will be done at the end of June.

Moved by Ms. McDonough, seconded by Ms. Ryan, to adjourn at 9:02 am.

Vote: 5 – 0 in favor

Distributed: Director’s Report, Department Reports, Display/Exhibit Policy, Program Policy, Volunteer Policy, Display of Art Policy, Bumpus Gallery Agreement Policy