

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 8, 2015**

Members Present: Laura Sullivan (Chair), Brooke McDonough, Craig Bloodgood, and Cristin Mitchell
Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's Services), David Murphy (Head of Reference), 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 July 28, 2015 meeting were presented.

Moved by Ms. McDonough, seconded by Mr. Bloodgood, to approve the minutes of the July 28, 2015 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Ms. Sullivan reported that she had signed the ARIS report to the state and commented on the wonderful summer programming.

Director's Report

Ms. Jankowski reported on some building updates. She is getting quotes for carpet cleaning for the current fiscal year and for two capital articles for FY17: replacing chairs in the meeting rooms and a dumpster enclosure. She is also looking into reupholstering some chairs. In this fiscal year, Town Meeting approved \$25,000 requested by the Facilities Manager for updating the controls for the HVAC system so that the system can be regulated. Currently, the air conditioning is being controlled by turning the chiller on and off. Mr. Cherry is negotiating with Trane.

The traffic flow on the campus side of the building was discussed. Since the first day of school, the new traffic pattern is one-way traffic in front of the library all day every day; whether traffic should go in front of or behind Alden School is still under discussion. The Library is encouraging patrons to park on the tennis court side of the building. The book drop on that side of the building is now open all day.

Department Reports

Reports of the Children's, Circulation, and Technical Services Departments were distributed. Ms. Denman noted in her report that many people are signing up for programs and then not coming; she said that other libraries are seeing the same phenomenon.

Friends of the Library Report

The Friends first meeting of their new year was scheduled later in the day. It was noted that they did a great job on the tri-town Anita Diamant program. Jane Robbins and Pam Hoff are the new Co-Presidents, Lietra Fitzsimons the new Secretary and Anita Mraz continues as Treasurer.

Meeting Schedule

Donna Ryan has a new job and can no longer meet at 8:00 in the morning. It was proposed to change the monthly meeting to 4:00 pm on the second Tuesday of each month.

Moved by Ms. McDonough, seconded by Mr. Bloodgood, to approve the change in the monthly meeting schedule to 4:00 pm on the second Tuesday of each month.

Vote: 4 – 0 in favor

Annual Report to the Town

The Report was distributed electronically. It was a great busy year!

Policy Review

The Director had no suggested changes to the Non-Certified Library Policy.

Moved by Ms. McDonough, seconded by Ms. Mitchell, to accept the Non-Certified Library Policy as is.

Vote: 4 – 0 in favor

The Collection Development Policy, which is reviewed every five years, is currently in the process of staff review and will be brought to the Trustees at a future meeting.

Reading Garden Entrance Committee

The committee is almost half way to its fund raising goal and outreach continues. The second public information session had small attendance, but a good response from those who were there. Ms. Denman noted how important Mr. Bloodgood has been on the Art Subcommittee. There were fifteen submissions for benches and sculptures. Studio visits are being scheduled; the committee liked some artists but not the piece proposed and hopes to work with those artists.

It was noted that the project will be a public park with unique pieces of art and that it includes a reading nook. There are lots of potential uses of the space for outdoor programming and more will undoubtedly evolve as the space is used.

Moved by Ms. McDonough, seconded by Mr. Bloodgood, to adjourn at 8:44 am.

Vote: 4 – 0 in favor

Distributed: Director's Report, Department Reports