

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

Members Present: Laura Sullivan (Chair), Lamont Healy, Donna Ryan, 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 4:03 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the September 8, 2015 meeting were presented.

Moved by Ms. Mitchell, seconded by Ms. Ryan, to approve the minutes of the September 8, 2015 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Sullivan reported that she had signed the State Aid compliance report.

Brooke McDonough arrived at 4:07 pm.

Director's Report

Ms. Jankowski reported that the Town has hired the Collins Center to do a reduced scope compensation study; the Town Manager asked the Director to hold off on her request for review of her compensation until after the study has been completed. Following a Personnel Board meeting, which the Director attended, a representative of the Collins Center met with Ms. Jankowski to discuss her situation, as well as the issue of salary compression/disincentive to take a management position for current staff. Ms. Jankowski is under the impression that the study will be completed within the next month. In the meantime, she and Ms. Denman are covering Personnel Board meetings.

The Director of Facilities is working on getting the HVAC controls working; part of the project involves bringing an internet line into to the control room.

The Director praised efforts of the staff, led by Mr. Murphy, to address hundreds of minor infractions, cited by a new inspector, of the building code. Staff got rid of a lot of "stuff" and emptied out areas that code required be clear

The Director and Ms. Hickey have reviewed fifteen applicants for the part-time library associate position in tech services; four will be interviewed. Ellen Snoeyenbos has submitted her resignation from her position as Young Adult/Reference Librarian to become Library Director in West Bridgewater. Ms. Jankowski met with the Town Manager, Human Resources Director and Finance Director to advocate for the position to remain full-time; it has been approved as a forty hour per week position and will be posted internally and externally for twenty-one days, beginning on October 14.

The Library has received several complaints about traffic flow on the campus side of the building. The hope is that more patrons will park on the proposed reading garden entrance side of the building; both book drops are now open all day.

Department Reports

Reports of the Children's, Circulation, and Technical Services Departments were distributed. Ms. Ryan commented that it was good to see the participation in the Children's summer reading program. Trustees noted that all departments are doing a great job and said how much they enjoy reading the reports.

Friends of the Library Report

The Friends held first meeting of their new year. They discussed making a donation to the reading garden entrance project and plan to hold their annual staff appreciation luncheon on December 9. The membership drive will be starting soon.

Policy Review

A draft of the Collection Development Policy was presented; it had been updated but there were no changes in philosophy. Ms. Sullivan asked whether the Library had any specialized collections; the response was that the Library specializes in diversity and responding to patron requests, as well as collecting local history and local materials.

Moved by Ms. McDonough, seconded by Ms. Mitchell, to approve the amended Collection Development Policy as proposed.

Vote: 6 – 0 in favor

The Director proposed no changes to the Internet Use Policy.

Moved by Ms. McDonough, seconded by Ms. Mitchell, to accept the Internet Use Policy as it stands.

Vote: 6 – 0 in favor

The Director proposed no changes to the Customer Service Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to accept the Customer Service Policy as it stands.

Vote: 6 – 0 in favor

The Director proposed no changes to the Social Networking Policy.

Moved by Ms. Ryan, seconded by Ms. McDonough, to accept the Social Networking Policy as it stands.

Vote: 6 – 0 in favor

FY17 Budget

Ms. Jankowski had her first meeting with the Finance Director about the FY17 proposed budget. She did not suggest increased custodial hours this year but did request an increase in the Building and Grounds Maintenance Service line to cover custodial absences. The proposal is two percent higher than the FY16 budget and, if approved, will meet state requirements. Building maintenance capital requests have been taken over by the Director of Facilities; he will be requesting funds to replace the floor in the Merry Room. The Library Director is requesting capital funds for a dumpster enclosure, new chairs in the meeting rooms, shelving for the staff workroom, and for some reupholstering.

Reading Garden Entrance Committee

Mr. Bloodgood reported that artists for the benches have been selected. Art subcommittee members have been meeting with artists for the benches and the memorial piece; they have not yet determined an artist for the large piece. Ms. Jankowski noted that the Committee should confer with Procurement Officer Scott Lambiase about how the procurement laws apply to art.

The fundraising is about two-thirds of the way to the goal.

Moved by Ms. McDonough, seconded by Mr. Healy, to adjourn at 4:59 pm.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Collection Development Policy, Internet Use Policy, Customer Service Policy, Social Networking Policy