

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

Members Present: Laura Sullivan (Chair), Lamont Healy, Donna Ryan, Brook McDonough, and Craig Bloodgood  
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)  
Also Present: Michelle Hatfield (Chair), Sarah Weihman (Member), Sidewalk, Bike Path Committee

The meeting was called to order at 4:04 pm in the Setter Room at the Duxbury Free Library.

**Reading Garden Entrance Committee**

One sculptor designing two benches for the reading garden had submitted two identical bills at the last meeting. Both copies were approved for payment and signed by the Trustees before the error was noted. One of the invoices was paid; the second was reprinted with a separate invoice number and presented for approval at this meeting. The Trustees approved and signed the invoice.

**Minutes of previous meetings**

The minutes of the November 10, 2015 meeting were presented.

**Moved** by Ms. Mitchell, seconded by Ms. Ryan, to approve the minutes of the November 10, 2015 meeting as presented.

**Vote:** 5 – 0 in favor

**Chair's Report**

Ms. Sullivan reported that she attended the reception for former young adult librarian Ellen Snoeynbos and noted that Ellen would be missed.

**Director's Report**

Ms. Sullivan asked how many of the stolen DVDs, discussed at the last meeting, were being replaced. Ms. Garvin replied that she is in the process of weeding the collection and would be replacing only four of the DVDs, which were classics. No insurance claim is planned, but a police report was filed.

The Director reported that she had been asked by Westwinds Bookshop to participate in a book series at the Winsor House Inn. She will join Ms. McDonough in book discussions promoting reading in the community.

Cristin Mitchell arrived at 4:10 pm.

OCNL will be voting on initiating an online payment service, Blue Cloud Services, to allow patrons to pay fines from home on their computers; Ms. Jankowski supports the proposal.

**Sidewalk, Bike Path Committee**

Michelle Hatfield and Sarah Weihman of the Sidewalk, Bike Path Committee presented a proposal that they intend to present at Annual Town Meeting in March. A sidewalk would run up Railroad Avenue from St. George Street, down Alden Street past the Library and around the campus side of the building. They also hope to coordinate with the proposed reading garden project at the library and connect the sidewalk with paths in the garden and then proceed around the library toward the schools. They have proposed an article on the ATM warrant, but it is possible that the project could be included in the DPW road improvement article. Ms. Hatfield and Ms. Weihman will be meeting with the Town Manager and the DPW Director to discuss this possibility. They are also looking for other funding sources, such as Safe Routes to School.

Ms. Jankowski suggested a meeting of the Chair of the Reading Garden Entrance Committee with representatives of the Sidewalk, Bike Path Committee to discuss coordination. The Trustees are supportive of the sidewalk proposal and will draft a letter of support to the committee, copying the Town Manager.

**Director's Report (continued)**

Ms. Jankowski believes that the online payment system will be a help for patrons and may lead to more payment of fines. No credit cards will be accepted at the circulation desk, only online by patrons through OCLN.

The Director told Trustees that the week of December 7 was Hour of Code Week. Mr. Murphy is holding a Star Wars Marathon on Friday afternoon in anticipation of the release of the new Star Wars movie.

Ms. Ryan left at 4:37.

### **Department Reports**

Reports of the Children's, Circulation, and Technical Services Departments were distributed. Ms. Jankowski noted that second interviews for the two finalists for the Young Adult and Reference Librarian position, Laura Williams, who has substituted at the Library, and Larissa Farrell, Youth Services Librarian in Osterville, will take place in the next few days.

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

Mr. Bloodgood reported that Ms. McDonough and Marianne Leone led a brainstorming session at the December meeting to consider authors for the 2016 fundraiser; Ann Hood and Tom Perrotta are under consideration.

The Friends are still discussing a donation to the Reading Garden Entrance Project and their annual appeal is on track. The annual holiday lunch for the library family is scheduled for December 9.

### **Policy review**

The Director had no suggested changes for the Duxbury Free Library By-Laws.

**Moved** by Ms. McDonough, seconded by Ms. Mitchell, to approve the Duxbury Free Library By-Laws with no changes.

**Vote:** 5 – 0 in favor

### **Evaluate Board Operations**

The upcoming election was discussed. Mr. Healy will be running to retain his seat; Ms. Sullivan has decided not to run for re-election. Board operations will continue as they are.

### **FY17 Budget**

Since the last meeting, the Director received a copy of the Town Manager approved budget of \$1,308,599.00 for the library, with no changes from the one she presented.

**Moved** by Mr. Healy, seconded by Mr. Bloodgood, to approve and support the FY17 library budget as proposed.

**Vote:** 5 – 0 in favor

### **Reading Garden Entrance Committee (continued)**

Ms. Mitchell of the Fund Raising Subcommittee reported that to date, \$198,413 has been raised for the project, with promises of another \$50,000. Strategies for additional funding sources had been discussed.

Ms. McDonough reported that at the meeting of the Incorporated Board, Ms. Jankowski's proposal to transfer funds from Stan Merry to the Reading Garden Account was denied; the proposal that the Inc. Board provide assurance that they would cover project costs while fundraising continues was tabled.

**Moved** by Ms. McDonough, seconded by Mr. Healy, to adjourn at 5:55 pm.

**Vote:** 5 – 0 in favor

Distributed: Director's Report, Department Reports, Duxbury Free Library By-Laws