

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 12, 2016**

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)

The meeting was called to order at 4:00 pm in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

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

Moved by Ms. McDonough, seconded by Mr. Healy, to approve the minutes of the December 8, 2015 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Sullivan reported that the Library had met the State requirements for certification and the first installment of State Aid, \$9,332.82, has been received.

Cristin Mitchell arrived at 4:04 pm.

Mr. Healy will be gone for the February and March meetings; he may call in to participate in the meetings.

Director's Report

Ms. Jankowski reported that members of the Sidewalk, Bike Path Committee had met with the Town Manager and the DPW Director about possible funding for the sidewalk project. 90B funds, for road improvements, may be available for a sidewalk in the FY18 budget. No decision has yet been made. The Sidewalk Committee plans to reach out to the Reading Garden Entrance Committee about coordinating projects. A letter of support for the project is being sent to the Sidewalk Committee and the Town Manager. The Chair of the Board of Library Trustees should be included if there is a meeting with the Town Manager, the DPW Director and representatives of the Reading Garden and Sidewalk Committees.

The Collins Center report on the Town's compensation policies and practices has been completed and was presented to the Personnel Board last evening. The report's recommendations seem to address the issues raised by the Library, including salary compression. It will be discussed by the Board at the January 25 meeting.

The Director has received a copy of the draft warrant for Annual Town Meeting and all of the requests of the Library, including the operating budget and capital requests for shelving, chair re-upholstery, and the dumpster enclosure, as well as Facilities Department funding for the Merry Room floor replacement, were included.

New Young Adult Librarian Larissa Farrell will be starting on January 19. Hoopla is nearing the goal of 300 registrations. The Library has been granted a two year extension on the current Long Range Plan while a new one is under development. The management team is working on an action plan for FY17, including getting the new plan underway. March 2015 Town Meeting approved funding for a technology study, which will be conducted by the Collins Center.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Jankowski noted that the departure of the young adult librarian had left a large gap and commended the Reference Department for an excellent job in filling that gap.

Friends of the Library Report

Mr. Bloodgood reported that the Friends are discussing their donation to the Reading Garden Project; Chris Flanagan made a presentation to the Friends. Not all members were present for the meeting and the group was not ready to make a final decision, but discussed making a donation that included a naming opportunity. They

will be calling a separate meeting to discuss the donation further. The date of the 2016 fundraiser has been set for August 6; Ann Hood has confirmed and Tom Perrotta is still looking at his schedule.

Policy review

The Director had no suggested changes for the Use of Library Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to approve the Use of Library Policy with no changes.

Vote: 6 – 0 in favor

The Director had no suggested changes for the Meeting Room Use Policy.

Moved by Ms. McDonough, seconded by Mr. Healy, to approve the Meeting Room Use Policy with no changes.

Vote: 6 – 0 in favor

Reading Garden Entrance Committee

A meeting is planned before the end of January to review fundraising and next steps. Donations in hand have reached a total of \$253,000, with several pledges expected to be filled in the new year. Upcoming meetings with the DPW to coordinate their assistance on the project and with the architect to make decisions on the interior will be scheduled.

Laney Mutkoski, Chair of the Reading Garden Entrance Committee, and Ms. Jankowski did a presentation for PAC TV on the project. Ms. Mitchell has written an article about it to be published in the next issue of *Life on the Bay*.

Moved by Mr. Healy, seconded by Ms. Ryan, to adjourn at 4:27 pm.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Use of Library Policy, Meeting Room Use Policy