

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 9, 2016**

Members Present: Laura Sullivan (Chair), Brook McDonough, Cristin Mitchell. and Craig Bloodgood  
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Nancy Denman (Head of Children's Services) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 5:35 pm in the Lanman Room at the Duxbury Free Library.

**Minutes of previous meetings**

The minutes of the January 12, 2016 meeting were presented.

**Moved** by Ms. McDonough, seconded by Mr. Bloodgood, to approve the minutes of the January 12, 2016 meeting as presented.

**Vote:** 4 – 0 in favor

**Chair's Report**

Ms. Sullivan said that she was pleased to hear that Karen O'Brien has taken out papers for the Library Trustee vacancy.

**Director's Report**

Ms. Jankowski reminded the Trustees of the legislative breakfast, scheduled on February 12 at the Thayer Library, which she and Mr. Murphy plan to attend. State Representatives are invited and the breakfast is an opportunity for libraries to remind legislators of the difference libraries make in the lives of their patrons. A Duxbury patron hopes to be there this year talking about the digital media lab and how he has used it.

The Director received notice on January 4 that Sandwich Public Library is being decertified; denial of a waiver request is being appealed. The Director of the Sandwich Library requested that Sandwich patrons continue to be served during the appeal process as it is related to a financing situation and the Town has been supporting the library, included \$1.6 million in capital projects this fiscal year.

**Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Sullivan noted the good work. Hoopla registration has exceeded goals in response to an email blast by the network.

**Friends of the Library Report**

Ms. Mitchell reported that the Friends are looking ahead to next year when Pam Hoff and Jane Robbins plan to continue as co-presidents and Anita Mraz as Treasurer.

Ann Hood will be the author at the August 6 fundraiser scheduled for August 6 at about the time her new work, *The Book that Matters Most* will be released. Ms. Jankowski mentioned a second proposed related event at which participants will share the book that has mattered most to them.

The Friends have also been discussing a donation to the Reading Garden Entrance project and are considering funding some long term maintenance for the project.

**Policy review**

The Director had no suggested changes for the Safe Child Policy.

**Moved** by Ms. McDonough, seconded by Mr. Bloodgood, to approve the Safe Child Policy with no changes.

**Vote:** 4 – 0 in favor

**Collins Center Report**

The Director and Library staff are pleased with the report on salary compensation in the Town, which supports the library's proposals. The Library administrative staff will attend upcoming Personal Board meetings. At this time, there is no timeline for implementation. The cost of the new system has to be determined as well as whether a consultant will be needed for implementation.

The Chair wants to know what the resolution of the Director's salary situation is; pointing out that the hiring of a quality director is one of the Board's most important duties.

**Reading Garden Entrance Committee**

The Director has been in contact with Ms. Mutkoski, Chair of the Reading Garden Entrance Committee, about scheduling an appointment with the DPW Director concerning site prep and drainage work. Ms. Jankowski has suggested that there be a table at the Annual Town Meeting with information about the project. She and Ms. Mutkoski plan to attend a Rotary meeting to present the project in hopes of raising more funds.

**Moved** by Mr. McDonough, seconded by Mr. Bloodgood, to adjourn at 6:09 pm.

**Vote:** 4 – 0 in favor

Distributed: Director's Report, Department Reports, Safe Child Policy, Collins Center Report for the Town of Duxbury