

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
March 8, 2016**

Members Present: Laura Sullivan (Chair), Brook McDonough, Donna Ryan, Cristin Mitchell. and Craig Bloodgood

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Rose Hickey (Head of Technical Services), Denise Garvin (Head of Circulation) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 4:07 pm in the Lanman Room at the Duxbury Free Library.

**Minutes of previous meetings**

The minutes of the February 9, 2016 meeting were presented.

**Moved** by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the February 9, 2016 meeting as presented.

**Vote:** 5 – 0 in favor

**Chair's Report**

Ms. Sullivan reported that Jeannie Horne told her the review period for the Director's evaluation ends on April 1; appraisal forms will be sent out after that date. Ms. Sullivan will take part in the evaluation even though her term as Trustee will be over in April; the new Trustee will not be evaluating the Director.

**Director's Report**

Ms. Jankowski reported that Sandwich Library has regained its certification. The Friends of the Library have donated \$10,000 to the reading garden project; a photo-op will be scheduled to acknowledge the donation. Planning for the summer reading programs is underway; a plan is developing for a second annual Tri-Town read, featuring author Alice Hoffman as part of her book tour for the paperback release of her novel *The Marriage of Opposites*.

Ms. Ryan asked about the long range plan for the library; this project is still in the early stages. Ms. Jankowski and Ms. Garvin will be attending a strategic planning seminar sponsored by MLS.

**Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Sullivan noted the amazing work going on at the library.

**Friends of the Library Report**

Mr. Bloodgood reported that he had met with some of the Friends prior to their March meeting; they wanted to fund maintenance of the library on an ongoing basis. Members of the Reading Garden Fundraising Committee were concerned with reaching their goal before considering maintenance of the Garden. Bill Boyd asked to attend the Friends meeting and following his presentation, the Friends donated \$10,000 to the project. The group is still considering funding the maintenance of the garden.

The Friends are seeking a location for their annual summer fundraiser, scheduled for August 6. Their annual appeal is going well; it has not been impacted by fundraising for the reading garden project.

**Policy review**

The Director had no suggested changes for the Community Information Policy.

**Moved** by Ms. McDonough, seconded by Ms. Ryan, to approve the Community Information Policy as it stands.

**Vote:** 5 – 0 in favor

**Town Meeting**

Ms. Jankowski was disappointed to see that the capital article on the dumpster enclosure has been removed from the budget proposed at Town Meeting as she considers it a safety issue. The rest of the capital proposals (replacement of seating in the lower level meeting rooms, shelving for the staff workrooms, reupholstering of public seating, and replacement of the Merry Room floor), as well as the proposed operating budget, remain on the warrant.

**Town Elections**

Friends of the Library board member Karen O'Brien is the only candidate running for the open seat on the Board of Library Trustees.

**Reading Garden Entrance Committee**

The fundraising for the reading garden entrance project is nearing the goal; including money pledged but not yet in hand, \$294,000 has been raised. Ms. Jankowski and Ms. Mutkoski met with the DPW Director to discuss the prep work that the department will be doing for the project. Ms. Mutkoski will be meeting with the architect of the project to go over the budget line by line; he will then meet with Reading Garden Entrance representatives and the DPW to finalize details of the preparation so that the DPW can plan their resources and schedule.

Ms. Jankowski said that her goal is to keep the lower level entrance open throughout the project.

**Collins Center Report**

There is no date for the Personnel Board to begin reviewing the report. Library staff will attend the next meeting. The Collins Center study recommendations, if implemented, will have a major impact on the library and its future. If the recommendations are rejected, the Director will ask for involvement of the Board. Ms. Jankowski has been told by the HR director that her salary situation has been resolved but no details are available.

**Moved** by Mr. McDonough, seconded by Ms. Ryan, to adjourn at 4:38 pm.

**Vote:** 5 – 0 in favor

Distributed: Director's Report, Department Reports, Community Information Policy