

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

Members Present: Lamont Healy (Acting Chair), Brook McDonough, Donna Ryan, Cristin Mitchell, Craig Bloodgood, and Karen O'Brien
Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Denise Garvin (Head of Circulation) and Deborah Killory (Administrative Assistant)
Also Present: Elane Mutkoski, Reading Garden Entrance Committee

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

Annual Meeting

Ms. Healy convened the Annual Meeting and asked for nominations.

Election of Officers

Moved by Ms. McDonough, seconded by Ms. Ryan, to nominate Cristin Mitchell as Chair of the Board of Library Trustees.

Vote: 6 – 0 in favor

Ms. Mitchell accepted the nomination.

Moved by Ms. Ryan, seconded by Ms. McDonough, to nominate Craig Bloodgood as Vice Chair.

Vote: 6 – 0 in favor

Mr. Bloodgood accepted the nomination.

Moved Ms. Ryan, seconded by Mr. Healy, to nominate Brooke McDonough as Secretary.

Vote: 6 – 0 in favor

Ms. McDonough accepted the nomination.

Moved by Ms. McDonough, seconded by Ms. Ryan, to nominate Karen O'Brien as liaison of Board of Library Trustees to the Friends of the Library.

Vote: 6 – 0 in favor

Ms. O'Brien accepted the nomination.

Trustees Meeting Schedule

Meetings will continue to be held on the second Tuesday of the month at 4:00 except the month of July.

Reading Garden Entrance Committee

Ms. Mutkoski, Chair of the Reading Garden Entrance Committee, presented four invoices to the Trustees for payment. One was from RDLA, the architectural firm, for changes to the plan for the library entrance. Three invoices were from Sunne Savage Gallery for initial payments to the artist who will be doing the main sculpture, which will be a bouquet of three flowers ranging in height from thirteen to sixteen feet high, with a literary phrase laser cut into one of the leaves. Ms. Mutkoski thanked Mr. Bloodgood, who serves on the RGE Art Committee, for finding the artist.

Moved by Mr. Healy, seconded by Ms. McDonough, to approve payment of one invoice to RDLA and three invoices to Sunne Savage Gallery.

Vote: 6 – 0 in favor

All invoices were signed by the trustees.

Ms. Mutkoski reported that at the RGE Committee meeting on the previous evening, it had been decided to separate the project into two bids, one for the interior and one for the exterior work. The plan is to do the interior work first and begin the exterior work at the end of the summer through the fall.

She also made a financial update, noting that when all promised funds have been received, the fundraising will have reached the goal. The hope is to raise additional money as prices have gone up since the initial projections.

Minutes of previous meetings

The minutes of the March 8, 2016 meeting were presented.

Moved by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the March 8, 2016 meeting as presented.

Vote: 4 – 0 in favor, 2 abstained as not present at the March meeting

Chair's Report

Ms. Mitchell said that she was excited to be chair and that she will be meeting with the Director. Ms. Ryan noted that Ms. Sullivan, former chair and no longer on the Board, will meet with Ms. Mitchell about the Director's evaluation. Ms. Sullivan has been in touch with HR Director Jeannie Horne, who will initiate the evaluation process when revisions to the process have been completed.

Director's Report

Ms. McDonough noted that there was an update on the Collins Report while the Director was on vacation and that there had been a satisfactory resolution on Ms. Jankowski's salary. Ms. McDonough also said that now that the matter has been resolved, she would send executive session minutes to the Administrative Assistant to be approved at the next meeting.

Ms. Jankowski reported that Hoopla has been very successful; there are now 565 patrons registered for the program. Funds are running low for the current fiscal year; the source of funding for the upcoming fiscal year is yet to be determined. The Director said that she had had a great vacation and noted how great the staff was, with many new things were going on when she returned.

Circulation Associate Michael Achille has resigned from his 20 hour per week position; as it is at a service desk, the Town has approved hiring for the position for the full 20 hours. It will be posted internally and externally simultaneously for three weeks, through May 6.

The only update on the Long Range Plan is that the first meeting will be on June 2 and that it is hoped that Laura Sullivan will participate, perhaps as a reader.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. O'Brien said that she was really impressed by all that was going on; Ms. Mitchell thanked the staff for all their work.

Friends of the Library Report

Ms. Mutkoski has agreed to host the August 6 fundraiser again this year. Ms. O'Brien will continue to serve on the Friends Board in addition to her new position as a Library Trustee to serve as a support for this event.

Policy review

The Director had no suggested changes for the Display of Art Policy.

Moved by Mr. Healy, seconded by Ms. McDonough, to approve the Display of Art Policy as it stands.

Vote: 6 – 0 in favor

The Director had no suggested changes for the Bumpus Gallery Agreement Policy.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the Bumpus Gallery Agreement Policy as it stands.

Vote: 6 – 0 in favor

Tour of the Physical Plant

Ms. Jankowski said that she would schedule a time for a tour of the building with new Trustee Karen O'Brien and proposed suspending the tour for everyone else.

Moved by Mr. Healy, seconded by Ms. McDonough, to adjourn at 4:45 pm.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Display of Art Policy, Bumpus Gallery Agreement Policy