

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
May 10, 2016**

Members Present: Craig Bloodgood (Acting Chair), Lamont Healy, Brooke McDonough, Donna Ryan, and Karen O'Brien

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), Nancy Denman (Head of Children's Services), and Deborah Killory (Administrative Assistant)

Also Present: Elane Mutkoski, Reading Garden Entrance Committee

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

**Minutes**

The minutes of the April 12, 2016 and the minutes of the March 17, 2015 executive session meeting were presented.

**Moved** by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the April 12, 2016 meeting as presented.

**Vote:** 5 – 0 in favor

**Moved** by Ms. McDonough, seconded by Ms. Ryan, to approve the minutes of the March 17, 2015 executive session as presented.

**Vote:** 5 – 0 in favor

**Reading Garden Entrance Committee**

Ms. Mutkoski, Chair of the Reading Garden Entrance Committee, presented two invoices from RDLA, the architectural firm, to the Trustees for payment. One was for a meeting with the DPW Director and representatives of the RGE Committee; the second was for four hours of cadtime for the concrete pads to go under the sculpture

**Moved** by Ms. Ryan, seconded by Mr. Healy, to approve payment of two invoices from RDLA.

**Vote:** 5 – 0 in favor

Both invoices were signed by the trustees.

Ms. Mutkoski said that it was an exciting time as money has been coming in and funds are now close to the \$300,000 goal, with more donations expected. The project is being divided into two parts, with the interior and exterior segments of the project going out to bid separately. This is expected to save money as the interior work would otherwise have had to be subcontracted. RDLA will be dividing the project and that work is expected to be done next week. The documents will go to Town Procurement Officer Scott Lambiase to be put out to bid, hopefully within two weeks. The interior project will be done first.

Members of the RGE Committee met with Rockland Trust and a \$15,000 donation is anticipated. Ms. Mutkoski will be attending the May 21 Inc. Board meeting and hopes that the Board will make a donation to the project.

Elizabeth Lewis offered free engineering services to the Committee for the large sculpture base. Ms. Lewis stamped the plans, moving this piece of the project forward.

**Chair's Report**

Mr. Bloodgood deferred to the Director.

**Director's Report**

In addition to her written report, the Director updated the Trustees on the 20 hour Library Associate position. There were twenty-four applicants, including one who withdrew. Three will be interviewed on May 25, 26 and 27.

**Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed.

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

Ms. O'Brien attended the meeting and reported planning continues for the annual fundraiser, featuring author Ann Hood at Chris and Laney Mutkowski's home. Owen McDonald has been awarded the \$500 2016 Friends of the Library scholarship. The Friends will make their annual donation for materials to the Library in June. Their annual appeal went well this year.

### **Policy review**

The Director had no suggested changes for the Display/Exhibit Policy, the Program Policy, or the Volunteer Policy. She did propose some changes for to the 3D Printer Policy, noting that the Library has now lived with the policy for a year. Extraneous information has been removed from the policy.

**Moved** by Ms. McDonough, seconded by Mr. Healy, to approve the Display/Exhibit Policy, the Program Policy, and the Volunteer Policy as they stand and the 3D Printer Policy as amended.

**Vote:** 5 – 0 in favor

### **Sunday Schedule**

Ms. Jankowski said that last year, the Library was open on Sundays between November 1 and March 27. This year, she proposed that the Library be open on Sundays between November 6 and April 2. She noted that Christmas and New Year's Day both fall on Sundays this year.

**Moved** by Ms. Ryan, seconded by Mr. Healy, to approve the Sunday schedule as proposed by the Director.

**Vote:** 5 – 0 in favor

### **Director's Evaluation**

Ms. Jankowski said that she had not heard any more on the Town's evaluation process this year and suggested that the Chair contact Laura Sullivan about this matter.

### **Long Range Plan**

Ms. Jankowski said that she and Ms. Garvin had casually reached out to people in the community to serve on the planning committee and an official letter has been sent out to invited community members. The first meeting is scheduled for June 2 with Deb Hoadley, who will also be meeting with the staff on June 20.

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

**Vote:** 5 – 0 in favor

Distributed: Director's Report, Department Reports, Display/Exhibit Policy, Program Policy, Volunteer Policy, Patron Records Policy.