

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 14, 2016**

Members Present: Cristin Mitchell (Chair), Craig Bloodgood Lamont Healy, 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), Rose Hickey (Head of Technical Services), and Deborah Killory (Administrative Assistant)
Also Present: Elane Mutkoski, Reading Garden Entrance Committee

The meeting was called to order at 4:02 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the May 10, 2016 were presented.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the minutes of the May 10, 2016 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell reported that she had received an update from Laura Sullivan concerning the Director's evaluation. Ms. Sullivan received an email from the Human Resources Director informing her that because of feedback about the personnel plan and compensation, there would be no appraisals of staff covered by the Personnel By-Law; all would receive a 2% wage adjustment. It is up to the Trustees to decide whether they want to conduct an evaluation of the Director. Ms. Jankowski told the Trustees that she planned to conduct informal evaluations of staff covered by the By-Law.

Ms. Mitchell also reported that Ms. McDonough will be moving from Duxbury; her position on the Board of Trustees will have to be filled.

Director's Report

Ms. Jankowski reported that the Library is awaiting final approval on a candidate for the part-time Library Associate position in the Circulation Department.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Mitchell commented on the amazing work being done in the Library; Ms. Ryan noted the work being done with the schools and the Lucy Hathaway funds being used for Spanish Language books. Ms. Denman said that the Gator Day program had 150 attendees and was a great program.

Reading Garden Entrance Committee

Ms. Mutkoski, Chair of the Reading Garden Entrance Committee, presented invoices to the Trustees for payment for second installments to all the sculptors and one from RDLA, the architectural firm, for work involved in separating the project into two parts for bidding purposes.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve payment of invoices from Nora Valdez O'Connor, Kristine Brennan, Christopher Gent, Sunne Savage Gallery/Gint and RDLA.

Vote: 5 – 0 in favor

Invoices were signed by the trustees.

Ms. Mutkoski reported that fundraising had exceeded the goal of \$300,000. The Incorporated Board has made a \$30,000 donation and will have a plaque on the main sculpture. The Reading Garden Entrance Project will be going out to bid soon.

Friends of the Library Report

At their last meeting, the Friends of the Library made their annual \$12,000 donation for library materials, in addition to funding library programs. On June 23, the Alice Hoffman tri-town read program, supported by the

Friends groups from Duxbury, Marshfield, and Kingston, will take place at the PAC. The August 6 annual fundraiser featuring Ann Hood was also discussed.

The Treasurer for the Friends researched the contract for the staff copier and recommended that the Friends purchase the existing copier and pay for the service contract.

Policy review

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

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve Friends of the Library Policy as it stands.

Vote: 5 – 0 in favor

The Director had no suggested changes for the Gifts Policy.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve Gifts Policy as it stands.

Vote: 5 – 0 in favor

The Director proposed a change to the Patron Policy, removing the date of the OCLN Policy referred to and inserting the word current before policy in the introduction.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the Patron Records Policy as amended.

Vote: 5 – 0 in favor

Strategic Plan

The first meeting on June 2 with Deb Hoadley, was a good one. She conducted a SOAR (Strengths, Opportunities, Aspirations, Results) exercise; the second meeting, scheduled for this evening, will focus on a visioning exercise. The SOAR exercise will also be conducted with the staff on June 20. A community survey will seek additional input for the planning process.

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

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Friends of the Library Policy, Gifts Policy, draft Patron Records Policy.