

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 2, 2015**

Members Present: Cristin Mitchell (Chair), Karen O'Brien, Donna Ryan, Brooke McDonough, Craig Bloodgood, Monty Healy

Staff Present: Carol Jankowski (Director) Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Nancy Denman (Head of Children's Services)

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

Minutes: The minutes of the June 14, 2016 meeting were presented.

Moved by Ms. McDonough, seconded by Craig Bloodgood, to approve the minutes of the June 14, 2016 meeting as presented. **Vote:** 5-0 in favor

Chair's Report:

Ms. Mitchell thanked everyone for accommodating the meeting's date change and reminded the Trustees of the upcoming FOL fundraiser.

Director's Report:

Ms. Mitchell commented on an item in the Director's Report regarding an unhappy patron and complimented Ms. Jankowski and DFL staff on acknowledging the issue with respect.

Ms. Ryan questioned re-opening the search for a Library Associate in the Circulation Department. Ms. Jankowski explained that the applicant did not receive a clear reading on drug test, so the Town could not hire.

Ms. Ryan asked what will happen to Arthur Adler's position when he retires. Ms. Jankowski reports she would like to maintain the same model and get permission from Town to fill the position.

Ms. Jankowski added that the FY18 Budget will be coming up.

Departmental Reports: No comments

Friends of the Library:

Ms. O'Brien also mentioned upcoming FOL fundraiser. No other report, as FOL doesn't meet in summer.

Holiday Schedule:

Ms. Jankowski reported on upcoming holiday schedule.

Veteran's Day: Closed Friday 11/11 and Saturday 11/12

Thanksgiving: Close at 5pm on 11/23, closed Thursday 11/24

Christmas: 12/24 close at 1pm, 12/25 closed, 12/26 closed,

NYE: 12/31 close at 5pm, 1/1 closed, 1/2 closed

New Board Member:

With the upcoming departure of Ms. McDonough, the trustees discussed a possible replacement. The Board does not have to make it public but can fill the seat if they choose. After some consideration, the Board decided to publish an announcement seeking candidates interested in filling the seat. Ms. Mitchell will inform the Town Manager, Mr. Read.

Moved by Mr. Bloodgood that when the Board received Ms. McDonough's resignation, they will seek to fill the position. **Vote:** 5-0 in favor.

Director's Evaluation:

With no evaluation being done this year, the Board has asked Ms. Jankowski to give a State of the Library report to recognize accomplishments of the past year. Report will be presented at the November meeting.

Strategic Plan:

Ms. Jankowski reports that the survey will be sent in an email to Library patrons. The deadline is August 25. The survey will be used for the strategic plan and future goals.

Reading Garden:

Ms. Jankowski reports that \$363,000 has been raised. Ms. Jankowski and Ms. Mutkoski are working with a graphic artist on the Donor Wall. Two contractors have been selected. Next step will be to set up pre-construction meetings.

Meeting adjourned at 4:54pm