

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 13, 2016**

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, and Karen O'Brien
Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's Services), 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 4:05 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the August 2, 2016 meeting were presented.

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

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell reported the Duxbury Clipper has not printed the notice concerning the vacant seat on the Board of Library Trustees, discussed at the August meeting. She asked whether the Board wanted to revise the posting with a new timeline or leave the seat vacant. Ms. Healy suggested that the seat not be filled; Ms. O'Brien agreed. Ms. Ryan discussed the process of interviewing and appointment and Ms. Jankowski noted out that the process is not as streamlined as had been thought. The Selectmen are also involved in the process and there would have to be a joint meeting of the Selectmen and the Library Trustees.

Moved by Mr. Healy, seconded by Mr. Bloodgood, not to appoint a new Library Trustee, but wait until the election to fill the position.

Vote: 5 – 0 in favor

Trustees were encouraged to talk to friends and colleagues about running for the seat.

Ms. Mitchell said that she had been contacted by Anne Murray of the Selectmen's office inviting her to attend a wreath laying ceremony in remembrance of all who served on the USS Duxbury Bay. The ceremony will take place on September 19 at 11:00 at the Powder Point Bridge.

Ms. Mitchell told the Trustees that she will be unable to attend the November 8 meeting and asked whether they wanted to reschedule the meeting or meet without her. Ms. Jankowski said that she will be unable to attend a November 15 meeting. Mr. Healy proposed that the Trustees meet as scheduled, with Vice Chair Craig Bloodgood chairing the meeting; all agreed.

Director's Report

Ms. Jankowski reported custodian Arthur Adler would be retiring on September 24; there will be a staff party for him next week. The Town Manager and Human Resources Director agreed that the position should be posted, which will be done simultaneously internally and externally. There may be an internal candidate and Brian Cherry has requested that he be involved in the hiring process.

The vacancy in Circulation has finally been filled; three finalists who did not get the job need to be notified before any further discussion at a public meeting.

The Library is continuing to have issues with the HVAC system, but the Facilities Department has been very responsive. The Facilities Director will have a new chiller in an upcoming capital budget.

The Director is working on January and February Sunday Salon Series programs and was happy to report that Westwinds has hired Karen O'Brien and Jane Robbins to part time positions, so the programming partnership will continue.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Mitchell commented on the terrific work always being done in the Library.

Friends of the Library Report

The Friends are getting ready to send out their annual appeal letter and are recruiting new board members. The Friends have agreed to host the Reading Garden Entrance celebration when the project is completed. Mr. Bloodgood will be the backup for Trustees Liaison to the Friends of the Library.

Reading Garden Entrance Committee

Ms. Mutkoski, Chair of the Reading Garden Entrance Committee, presented three invoices to the Trustees for payment. Two were from RDLA one for work involved in separating the project into two parts the other for work done by consultant David King. The third invoice was the first payment to D.A.M. construction, responsible for the exterior portion of the project. The three invoices were approved for payment and signed by the Trustees.

Ms. Mutkoski noted that fundraising had exceeded the initial goal, but that the budget is tight. A possible change order was averted when Costello Dismantling, the company that removed the stairway, came back at no charge to clear out concrete footings from the stairs. The DPW has been fantastic clearing the site and doing the drainage work. Kneeland Construction is moving along on the interior work. D.A.M. will create a narrow walkway to the Resource Room, allowing access to the Merry Room

In a separate project, funded with capital moneys from the Town, contractors have almost completed the new flooring in the Merry Room and carpet will be installed next week.

Capital money carried over from previous years will help pay for the carpeting in the lower level lobby and available funds within the appropriated budget have helped fund the flat screen TV/display for the lower level lobby.

The Reading Garden Entrance Committee will meet weekly until completion of the project.

Policy review

The Director had no suggested changes to the Non-Certified Libraries Policy.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve Non-Certified Libraries Policy as it stands.

Vote: 5 – 0 in favor

FY 18 Budget

Ms. Jankowski distributed her draft budget, but as it is not approved, will collect the budgets after the discussion. No major changes to the budget were proposed and no new positions were requested. The personnel budget included new rates for the union staff. There is an increase in the training/education budget and in the internet cable budget. Due to the increased costs of in-house printing, an increase is requested in office and computer supplies.

Capital funds are requested for a dumpster enclosure, soundproofing of the study rooms, and to solve the problem with the curb at the Trane Field entrance. Freeman Boynton helped with a suggestion for solving the curb issue, allowing the Director to obtain an estimate for the project.

Parking Issues

Mr. Healy expressed concern about the safety of children whose parents have arranged to meet them in the rear parking lot at the library rather than waiting in line for pick up behind the school. He would like to see the schools and the police discourage this practice. A three pronged approach was suggested: sending a letter to the school committee about safety on campus, including cars, parking, speed, and pickup; Mr. Healy will approach the Town Planner; and the new School Resource Officer will be invited to the October meeting. It was decided that the parking issue will be further addressed after the completion of the reading garden, when parking patterns will be looked at.

Strategic Planning

The last meeting with the planning group and the consultant has taken place. Results of the survey were distributed to the Trustees. These results will be used to work on a mission statement and vision.

Moved by Mr. Healy, seconded by seconded by Mr. Bloodgood, to adjourn at 5:35 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Non-Certified Library Policy, FY18 Proposed Budget, Annual Report to the Town, Strategic Planning Survey Results