

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 11, 2016**

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, and Karen O'Brien
Staff Present: Carol Jankowski (Director), 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 4:01 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the September 13, 2016 meeting were presented.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the minutes of the September 13, 2016 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell said she was looking forward to meeting with Officer Nick, who was unable to attend this meeting but hopes to be present at the November meeting. She had nothing to report and deferred to the Library Director

Director's Report

Ms. Jankowski told the Trustees that Facilities Director Brian Cherry will be involved in interviews for the open custodial position; she was fine with this as long as it was clear that this is a full-time Library position. At the time of the meeting, the Director had not yet heard from the HR Department about the applicants for the position. In the interim, the Library is using a cleaning company, which helps out but does not replace a building custodian. Because of HR's knowledge of the DPW contract, which covers the Library custodians, the Director is willing to have them take the lead in the hiring process for the custodial position.

The Director met with two BU seniors who want to use the Library for a senior film thesis; they were very professional and although neither was local, they loved the classic look of the Library as a setting for their romantic film.

Kirstin Boothman, who has worked at the Library, for sixteen years and was an avid Library user before that, has submitted her resignation, effective November 12. She is a high level contributor who works primarily in the Circulation Department, as well as working some hours in the Children's Department.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Mitchell noted that the reports were chock full of information, as usual.

Friends of the Library Report

The Friends are sending out their annual appeal letter. Author Chris Bojalian will be coming to Duxbury on November 3 and our Friends will be taking the lead in the program, in which other Libraries are involved. There are two new board members: Shirley Straface and Alexandra Tarzia.

Policies Reviews

The Director had no proposed changes to the Internet Use Policy.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the Internet Use Policy as it stands.

Vote: 5 – 0 in favor

The Director had no proposed changes to the Customer Service Policy.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the Customer Service Policy as it stands.

Vote: 5 – 0 in favor

The Director had no proposed changes for the Social Networking Policy.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the Social Networking Policy as it stands.

Vote: 5 – 0 in favor

Strategic Planning

A select group met to develop mission and vision statements. The sources for the words, phrases and statements are the community survey and the community and committee group meetings.

The Mission Statement, which states what we are currently doing, is:

The Duxbury Free Library serves as a community space for everyone to explore, learn, create, connect, enjoy, and expand horizons. It champions reading and informational literacy. The library is an inclusive learning environment and offers free physical and digital materials, technology, and cultural programming.

The Vision Statement, which state where we want to be in the future, is:

The library will be a dynamic center dedicated to innovation, interaction, and inclusion. We will provide unique experiences and opportunities for growth and personal fulfillment. Through relevant social discourse and content creation, we will connect with the global community.

Moved by Mr. Healy, seconded by Ms. Ryan, to support the Mission and Vision Statements as presented.

Vote: 5 – 0 in favor

At the next Division Heads meeting, they will begin working on strategies and goals, and then speak with staff in the departments. The December All-Staff Meeting will work on activities. Ms. Lamarre and Ms. Farrell, who are members of the DFL Strategic Planning Committee have also attended Massachusetts Library Association Planning Meetings and have seen a lot of tension between senior and junior staff members and commented on the good blend at the DFL.

FY 18 Budget

Ms. Jankowski presented her draft budget to the Town Manager, the Finance Director, and a member of the Finance Committee. While there were many questions, there were no suggestions for changes. When the Director presented her capital requests, all went well until the dumpster enclosure came up, when she was asked why the Reading Garden Project is not paying for the enclosure. The Director explained that the dumpsters were not part of the planning for the project and it is not an aesthetic issue, but a safety issue, particularly with the number of students and young children at the Library. She did not know whether the Facilities Director plans to address the Library chiller in his capital requests.

Parking Issues

There was no new information. The curbing repair on the campus side should produce an additional parking space.

Reading Garden Entrance Committee

Ms. Mutkoski, Chair of the Reading Garden Entrance Committee, presented two invoices to the Trustees for payment. Both were payments to D.A.M. construction, one in the amount of \$19,925 for site preparation, granite work and plantings and the second for \$16,500 for earthwork, granite work, and lawns & plantings. The invoices were signed by the Trustees.

Work on the ceiling in the Library entrance and lobby is proceeding and delivery of the doors should be soon. Work on the supergraphic for the wall is ongoing. Ms. Ryan is working with Alice Luscko on paint colors. A large footing is need for the central flower sculpture and a price of \$4200 had been quoted, but Freeman Boynton said he would do the footing for little to no cost. The committee is working on carpet with Kneeland Construction; interior construction should be completed by November 15. The DPW has been very helpful; when the project is completed, official thank you letters will go out to the DPW and Freeman Boynton. Access by able-bodied individuals – no wheelchairs or strollers - to the Library and the Merry Room through the side entrance to the Resource Room is almost ready.

New chairs, floor and carpet have been installed in the Merry Room; a new paint color and perhaps a new curtain will be next.

Ms. Mukoski has put in a lot of hours on the project and has been awesome. Bills going forward may need to be signed between meetings after review by the architect, the procurement officer, and Ms. Motkoski. They will be in the Administrative Assistant's office.

Moved by Mr. Healy, seconded by seconded by Mr. Bloodgood, to adjourn at 4:54 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Internet Use Policy, Customer Service Policy, Social Networking Policy, Mission and Vision Statements