

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
December 5, 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)

The meeting was called to order at 5:35 pm in the Lanman Room at the Duxbury Free Library.

**Staffing Concerns**

At the conclusion of the November 30 meeting on staffing concerns, it was decided that the Chair would draft a letter to the Town Manager with the Board's views and decisions. Ms. Mitchell drafted a letter for the Trustees to review. She noted that she felt that the focus of the letter should be on two points: that the Library Director had followed the hiring process to the letter in seeking to fill the two positions being vacated and that the Trustees were making a good faith offer to the Town.

The Town Manager had requested that the Director consider the possibility of other configurations of the positions to be filled. A staffing reconfiguration proposal was presented by the Director and discussed. The Board was supportive. The proposed changes can be accomplished within the FY17 budget approved at Town Meeting.

Ms. Mitchell noted that the Board wanted to show support for our competent Library Director's decisions. The Trustees also wanted to include in the letter condemnation of the disrespect shown to Ms. Jankowski in the meetings being discussed. Going forward, the Trustees expect a meaningful and respectful dialog on issues pertaining to the Library.

**Moved** by Mr. Healy, seconded by Mr. Bloodgood, to approve the letter as amended at the meeting, with a final review by Thursday.

**Vote:** 5 – 0 in favor

**Moved** by Mr. Bloodgood, seconded by Ms. Ryan, to adjourn at 6:05 pm.

**Vote:** 5 – 0 in favor

Distributed: Draft letter to Town Manager