

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

Members Present: Cristin Mitchell (Chair), Craig Bloodgood, Lamont Healy, Donna Ryan, and Karen O'Brien
Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's Services), David Murphy (Head of Reference), 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 4:02 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the November 8, 2016 meeting were presented. Minor changes were made.

Moved by Mr. Healy, seconded by Ms. O'Brien, to approve the minutes of the November 8, 2016 meeting as amended.

Vote: 5 – 0 in favor

The minutes of the November 30, 2016 meeting were presented. Minor changes were made.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the minutes of the November 30, 2016 meeting as amended.

Vote: 5 – 0 in favor

The minutes of the December 5, 2016 meeting were presented. A minor change was made.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to approve the minutes of the December 5, 2016 meeting as amended.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell reported she had mailed the letter discussed at the December 5 meeting to the Town Manager. The Director said that she had sent an email to Mr. Read today and would like to meet with him as soon as possible. She had not yet received a response.

Director's Report

Ms. Jankowski reported that the Library is certified and will receive State Aid: \$9,332,82, the first of two payments, has been received. The Library also received a Cultural Council grant to fund Otha Day's drumming circle. The application was put together by Ms. Denman.

The Library is on cold weather alert, with staff keeping an eye on cold spots. The heat is not working as it should on the lower level. Kneeland Construction will be installing thermostats as part of the lower level entrance project. Railings for the north stairs should be installed by Thursday. Jim Savonen took the railing from the old concrete stairway that was removed and those materials are being used for this project. The library has been receiving complaints about the lack of railings.

Reading Garden Entrance Project

Ms. Mutkoski presented a bill from D.A.M. construction in the amount of \$26,700 and there were three invoices from Sunni Savage for the three flower sculptures that have been installed. All four invoices were signed by the Trustees to be submitted for payment. Three invoices from Christopher Gent and four invoices from Nora Connor Valdez will be held until installation of the benches and sculpture is complete. Some concern about planting at this time of year was expressed, but there is a one year warranty on all plantings.

Mr. Bloodgood is working on the donor sign. Ms. Jankowski noted that the carpet was not yet complete in the lower level, that there are a couple of electrical issues and that, although Brian Cherry has gotten the heat working in the lower level lobby, thermostats are needed as well as a light switch or photo cell for the outside lights. Pillars will need to be repainted following the concrete work on the walkways. Mr. Cherry has recommended waiting until spring and money that has been retained from a capital article for exterior painting will be used for this. The next construction meeting is scheduled for December 18.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. The great work by all departments was noted.

Friends of the Library Report

The Friends luncheon for the staff took place on December 7. Ms. Jankowski said that she thought this was the most active Friends Board that she could remember.

State of the Library Address

Because performance reviews were suspended by the Town this year, the Trustees and the Director agreed on a State of the Library address instead. Ms. Jankowski noted that six years ago, the Library building was suffering, but since then a new roof has been installed, there have been innovations in the Reference Department, improvements have been made to the campus entrance, the Merry Room floor and seating have been renovated, and the reading garden and lower level lobby project is underway. The Facilities Director has taken over most of the building systems except for security, internet, and trash removal. The HVAC system still has problems, but the facilities department has been very responsive and most repairs are made at no cost to the Library budget. Mr. Cherry has submitted an article for replacement of the Library chiller for 2017 Town Meeting. The north wall has been repointed and waterproofed twice. Treating all of the walls of the building is on hold while the effect of the roofing project is assessed. Ms. Jankowski would like to see the Resource Room renovated. At present the kitchen, installed when a café was planned, is being used for storage. The elevator is aging. All systems are being inventoried by Mr. Cherry.

In the area of personnel, the Director noted the exceptional staff, which stays abreast of innovations and comes up with new ideas every week. Ms. Farrell is Chair of Youth Services for MLA and all Division Heads go above and beyond with the Head of Reference overseeing building issues, the Head of Technical Services handling collection development and programs, the Head of Children's taking on personnel and morale in addition to participating in the Town's School Council, and the Head of Circulation handling IT and OCLN systems, while the Director is President of OCLN this year. The Division Heads have also been active in strategic planning, developing goals that will be released to the rest of the staff at the upcoming All-Staff meeting, where the focus will be on objectives and activities. She talked about the achievements of each department, including the membership in the Digital Commonwealth; promotion of services, materials and programming; assembling makerspace kits and readying nontraditional material for circulation; programming involving the 3D printer, the Week of Code, and programming robotic toys.

An update to the website is needed, including looking at technology for mobile apps. A presentation was made to the Inc. Board, but there were questions and the matter was tabled. Further research will be conducted.

Policy Review

No changes were proposed for the Duxbury Free Library By-Laws. Some typographical issues were addressed.

Moved by Mr. Healy, seconded by Ms. O'Brien, to approve Duxbury Free Library By-Laws as amended.

Vote: 5 – 0 in favor

Ms. Ryan left the meeting at 5:14 pm.

FY 18 Budget

Ms. Jankowski has been asked to attend a January meeting of the Finance Committee. A second meeting before the Board is unusual; the School Department and the Council on Aging have also been called back. If the Director attends the meeting, she asked that one or two Trustees also attend, pending the meeting with the Town Manager.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to adjourn at 5:25 pm.

Vote: 4 – 0 in favor

Distributed: Director's Report, Department Reports, Duxbury Free Library By-Laws