

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 14, 2017**

Members Present: Cristin Mitchell (Chair), Craig Bloodgood, Donna Ryan, 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 4:05 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the January 10, 2017 meeting were presented.

Moved by Ms. Ryan, seconded by Ms. O'Brien, to approve the minutes of the January 10, 2017 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Ms. Mitchell said that she had nothing new to report and deferred to the Director

Director's Report

Ms. Jankowski noted that the Library had been closed for two days due to inclement weather and told the Trustees that the decision to close the building is influenced by input from the schools, the Town Manager, and the DPW Director. Once the decision is made to close for the entire day, the decision is final. Both custodians were injured during snow removal on Friday and in one case a report was made to Town Hall and to MIIA. The DPW handles snow removal up to the sidewalks and the custodians are responsible for walkways.

The Director reported on the "Miles to Go" awareness campaign to help patrons understand the necessity of state aid for the delivery system. At least fifty patrons contacted legislators in response to the campaign. The Library is working with the MBLC and the Bruins on a pajama collection program.

Friends of the Library Report

Ms. O'Brien said that the annual drive is on target. The Friends are working on ideas for fundraisers and are not currently planning a gala like last year. She noted what a vibrant group they are. Jane Robbins, Co-President of the Friends, is running for Library Trustee.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed and the Trustees thanked all departments for their good work. There were kudos for the new digital bulletin board on the lower level and for the teamwork that has gone into it.

Personnel Updates

Seven applications have been received for the nineteen hour per week circulation position; applications will be received through February 15. Susan Eggmann started her position as a fulltime Librarian today. The Director is still waiting for HR to post the nineteen hour technical services position. Jim Koury, the new custodian, has been well received with a good attitude and willingness to take on projects.

Policy Review

No changes were proposed for the Safe Child Policy after review by both the Director and the Head of Children's Services.

Moved by Ms. O'Brien, seconded by Ms. Ryan, to approve the Safe Child Policy as written.

Vote: 4 – 0 in favor

Police Request: Incident Command Post Program

Andrew Homestead of the Duxbury Police Department would like the Library to join the Incident Command Post Program, agreeing to host a command post in the building in the event of a major incident in the area. Ms. Jankowski noted that the Library would cooperate in this way even without a program.

“Zero Tolerance for Intolerance” Sign

The Young Adult Librarian has produced a poster intended to be welcoming, not political and promoting tolerance. There have been discussions in the YA Bookmarks group about white supremacy, race, and gender issues and this poster was initially used to encourage respect for each other and to be proactive about welcoming people to the Library. There was a concern that the poster could be seen as political. The Trustees supported the message of the poster and said that it was a reminder of what this place is: a place of acceptance and tolerance. It was suggested that staff log reactions to the poster as it may offend some.

Reading Garden Entrance Project

Ms. Jankowski reviewed some outstanding issues with Kneeland and RDLA: the lighting of the Library sign above the outside entrance; the lock on the interior entrance bi-fold doors (which had been fixed earlier in the day); the lack of a lock on the lower level door to the stairs; the difficulty in using the new display case system.

The donor wall has been installed and is incredible; thanks were expressed to Mr. Bloodgood’s for his involvement. When the weather improves, plaques will be installed on benches. Gints Grinbergs has requested a photograph of his flower sculpture in the snow.

FY 18 Budget

There has been no news on the budget; the Director was not sure of the status of capital requests.

Moved by Ms. Ryan, seconded by Ms. O’Brien, to adjourn at 4:58 pm.

Vote: 4 – 0 in favor

Distributed: Director’s Report, Department Reports, Safe Child Policy, “Zero Tolerance for Intolerance” Sign