

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 21, 2017**

Members Present: Cristin Mitchell (Chair), Craig Bloodgood, and Donna Ryan
Staff Present: Carol Jankowski (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Denise Garvin (Head of Circulation), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 4:20 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the February 14, 2017 meeting were presented.

Moved by Ms. Ryan, seconded by Mr. Bloodgood, to approve the minutes of the February 14, 2017 meeting as presented.

Vote: 3 – 0 in favor

Chair's Report

Ms. Mitchell said that she had nothing new to report except that the chiller was approved at Town Meeting.

Director's Report

Ms. Jankowski presented her written report.

Friends of the Library Report

Ms. Jankowski said that the annual appeal is on target. The Friends have had a presence at all of the Sunday Salon programs and are looking ahead to the BookBreeze series, which will include authors Elin Hilderbrand on June 22 and Amor Towle on August 10.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed.

Town Meeting

The operating budget for the Library, in the amount of \$1,359,050, was approved. Two capital items, the rebuild of the Library chiller, under the Facilities Director's Budget, and the curbing project at the campus entrance, were approved as well.

Town Elections

The election is Saturday, March 25. Incumbent Donna Ryan and Jane Robbins are running unopposed for Library Trustee.

Policy Review

No changes were proposed for the Community Information Policy by the Director.

Moved by Ms. Mitchell, seconded by Mr. Bloodgood, to approve the Community Information Policy as written.

Vote: 3 – 0 in favor

Personnel Updates

Interviews have been completed for the two nineteen hour per week Library Associate positions, one in Circulation and one in Tech Services. A decision has been made for hiring in both positions. The Director is awaiting draft offer letters from Human Resources before making the verbal offers. The Library will soon be fully staffed.

Vote: 4 – 0 in favor

Reading Garden Entrance Project

Outstanding issues were discussed. The inner entry door issue is much improved. Ms. Jankowski and Ms. Mutkoski met with the architect and a lighting representative to address the incomplete lighting of the Library sign over the main entrance. A longer light fixture will be purchased. Associated Lock and Key has ordered hardware for the twin doors leading from the lobby to the stairs so that they can be locked. New standards for the display

case have not yet been purchased, but this issue will be addressed. Signage for the lobby, removed during the renovation, will also be reviewed. There will be a final walk through with the architect after all remaining building issues have been addressed before the final sign off and payment to Kneeland. Hydro-seeding needs to be done before a final sign off and payment to D.A.M Construction.

Plans still need to be completed for a dedication and party for the new garden and entrance. It was suggested that perhaps a subcommittee of the Reading Garden Entrance Committee, including Donna Ryan as chair, should handle the planning. The Friends of the Library have offered to host the event.

The April meeting will be the Annual Meeting of the Board of Trustees

Moved by Ms. Ryan, seconded by Mr. Bloodgood, to adjourn at 4:40 pm.

Vote: 3 – 0 in favor

Distributed: Director's Report, Department Reports, Community Information Policy