

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
April 11, 2017**

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, Karen O'Brien and Jane Robbins

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)

The meeting was called to order at 4:00 pm in the Lanman Room at the Duxbury Free Library.

**Annual Meeting**

Ms. Mitchell welcomed Ms. Robbins to the Board, congratulated Ms. Ryan on her re-election and then convened the Annual Meeting and asked for nominations.

**Election of Officers**

**Moved** by Ms. Ryan, seconded by Mr. Healy, to nominate Cristin Mitchell as Chair of the Board of Library Trustees.

**Vote:** 6 – 0 in favor

Ms. Mitchell accepted the nomination.

**Moved** by Ms. Ryan, seconded by Mr. Healy, to nominate Craig Bloodgood as Vice Chair.

**Vote:** 6 – 0 in favor

Mr. Bloodgood accepted the nomination.

**Moved** Mr. Healy, seconded by Ms. Ryan, to nominate Karen O'Brien as Secretary.

**Vote:** 6 – 0 in favor

Ms. O'Brien accepted the nomination.

**Moved** by Ms. O'Brien, seconded by Mr. Bloodgood, to nominate Donna Ryan and Jane Robbins as co-liaisons of Board of Library Trustees to the Friends of the Library.

**Vote:** 6 – 0 in favor

Ms. Ryan and Ms. Robbins accepted the nomination.

**Trustees Meeting Schedule**

The current meeting time of 4:00 pm does not work for all of the Trustees. A morning meeting was proposed.

**Moved** Mr. Healy, seconded by Ms. Ryan, to schedule meetings of the Board of Library Trustees on the second Tuesday of each month, except July, at 8:00 am.

**Vote:** 6 – 0 in favor

**Minutes**

The minutes of the March 21, 2017 meeting were presented.

**Moved** by Mr. Healy, seconded by Ms. Ryan, to approve the minutes of the March 21, 2017 meeting as presented.

**Vote:** 6 – 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 announced that both Library Associate positions have been filled. She also reported that the House Ways and Means Committee proposed budget included an increase in State Aid to Libraries and credited meetings held with State Legislators with influencing this. A Poetry in the Reading Garden program is planned for the end of the month.

## **Department Reports**

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

## **Friends of the Library Report**

Two big programs are planned by the Friends, both at the Presentation Hall at the High School. The Friends will fund maintenance of the Library grounds; Patty Campbell of Green Design of Duxbury will do the work at a reasonable price. She will see to pruning and spreading and raking mulch to reactivate it, and will also check on which plants in the reading garden survived the winter.

## **Sunday Schedule**

The Director wanted to set the dates for Sunday openings early this year as bookings for Sunday Salon programs are already being requested. She proposed that Sunday openings begin on November 5 and continue through April 1. Exceptions will be December 24 and December 31

**Moved** by Ms. Mitchell, seconded by Mr. Bloodgood, to approve the Sunday schedule as proposed.

**Vote:** 6 – 0 in favor

## **Policy Review**

No changes were proposed for the Display of Art Policy by the Director.

**Moved** by Mr. Healy, seconded by Ms. Ryan, to approve the Display of Art Policy as written.

**Vote:** 6 – 0 in favor

No changes were proposed for the Bumpus Gallery Agreement Policy by the Director.

**Moved** by Ms. Ryan, seconded by Mr. Healy, to approve the Bumpus Gallery Agreement Policy as written.

**Vote:** 6 – 0 in favor

Ms. Jankowski noted that the Library has been attempting to collaborate with the Bumpus Gallery: Ms. Denman worked on an art show with them, and Ms. Garvin contacted Jane Nielsen about coordinating book displays with the art displays in the Gallery. Ms. Ryan suggested inviting the Gallery to attend the Reading Garden ribbon cutting.

## **Tour of the Facility**

The tour is particularly for new Board members and Ms. Jankowski will arrange a date with Ms. Robbins.

## **Personnel Updates**

Kim Glattstein will begin working in the Circulation Department on April 12; Laura Sullivan will start her position in Technical Services on April 18. The Library is fully staffed.

It was noted that evaluations for managers were skipped last year because of the Personnel By-Law comp study and will be skipped again this year. All staff under the Personnel By-Law will receive a standard increase. The Trustees will await a response from HR before deciding how to handle the Director's evaluation.

## **Reading Garden Entrance Project**

Ms. Ryan reported that a ribbon cutting for the reading garden will be held on June 16 from 10:00 to 11:00. She is working on the invitation list; there will also be an ad in the Clipper inviting the community. Light refreshments will be served, a ribbon cutting celebration will take place, and the artists and donors will be thanked.

There is still some outstanding landscaping and curbing issues. Exterior painting and hydro-seeding will take place before the ceremony.

**Moved** by Mr. Healy, seconded by Ms. Robbins, to adjourn at 4:45 pm.

**Vote:** 6 – 0 in favor

Distributed: Director's Report, Department Reports, Display of Art Policy, Bumpus Gallery Agreement Policy