

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 9, 2017**

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, and Karen O'Brien 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 8:02 am in the Setter Room at the Duxbury Free Library.

Minutes

The minutes of the April 11, 2017 meeting were presented.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the minutes of the April 11, 2017 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell asked what the Trustees wanted to do about the Director's evaluation. The Town is not requiring evaluations this year and the Trustees receive reports from her and from the Division Heads each month. The Trustees are happy and the Director said she was fine with the Trustees not performing a formal evaluation this year.

Director's Report

Ms. Jankowski was happy to report that there is a full staff at the Library at last.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Trustees said that the reports were terrific as always. The new Cook Book Club was a great idea; Laughter Yoga is a great positive program that includes disabled patrons, an underserved population.

Friends of the Library Report

Ms. Ryan reported that the Friends volunteered to make the food for the upcoming Reading Garden celebration. The usual check for \$12,000 for library materials will be issued in June, to be deposited with the Town. The Friends are funding maintenance of the Library grounds, both the new garden and the campus side. Patty Campbell of Green Design of Duxbury has already been working on the campus side and will work on the garden prior to the celebration. The Friends will purchase big urns to go by the columns at the new entrance and will do the planting.

Inc. Board Meeting

The Director reported that it had been a successful meeting. At the November meeting, Ms. Jankowski, Ms. Garvin, and Mr. Murphy had proposed that the Inc. Board provide funds to upgrade the Library website. They were asked to provide more information. The Town requested capital funds to upgrade the Town Website and Town departments were offered the opportunity for sub-sites. The Library staff working on the website was impressed with the presentation and decided to go that route.

The endowment is doing well; the allocation this year is \$77,000. Laney Mutkoski is the new Inc. President. Paula Harris has moved to Plymouth and will no longer be on the Board; they are looking for a new member.

Policy Review

The Director recommended no changes to the Display/Exhibit Policy, the Program Policy, the Volunteer Policy or the 3D Printer Policy.

Moved by Mr. Healy, seconded by Ms. Ryan, to approve the Display/Exhibit Policy, the Program Policy, the Volunteer Policy or the 3D Printer Policy as presented.

Vote: 5 – 0 in favor

Reading Garden Entrance Project

The last bill from D.A.M. Construction has been paid. Ms. Ryan is planning the celebration details. The custodians are painting the Merry Room; installation of the locking mechanism to the interior stairway has been scheduled; the painting of the outside pillars had been scheduled but was postponed due to rain. An appointment has been scheduled with D.A.M. to walk the garden with a plant list to see what all the plants are and if any need to be replaced. On May 20, the architect is coming to consult on possibly moving some hollies, which were supposed to be dwarf hollies. There may be a work party at 10:00 if moving is to be done.

The Director complimented Ms. Mitchell on her history of the project, put together for the completion report that had to be done for the Rockland Trust donation; Mr. Murphy provided photos for the report. The DPW Director came by and was very complimentary of the project. He offered to fertilize the lawn and pointed out a few dead plants. He and the Director discussed connecting the sidewalk from the campus side to the sidewalk around the garden; this idea is still alive. The DPW will repair the campus side curbing and will trim the big tree that leans into the building on the campus side. Ms. Jankowski noted that the garden is a feather in the cap of the DPW as well; they provided \$50,000 worth of services in kind to the project. Both DPW Director Peter Buttkus and Facilities Director Brian Cherry were involved.

Sunday Schedule Revisited

The Director realized after last month's meeting that April 1 is Easter Sunday; as the Library will be closed that day she would like to make the twentieth Sunday April 8.

Moved by Ms. Ryan, seconded by Mr. Healy, to modify the Sunday schedule to end on April 8, as proposed.

Vote: 5 – 0 in favor

Mr. Healy brought up the safety issue in the parking lot at school dismissal that has been discussed before. The lot was not designed for parents picking up kids after school or for the GATRA bus stop. Mr. Healy will draft a letter to be discussed at the next meeting. Some issues to be considered: prohibiting after school pick up in the library parking lot, extending the sidewalk, violation of fire lane laws, after school sport teams, and the GATRA bus in the after school period.

Moved by Mr. Healy, seconded by Mr. Bloodgood, to adjourn at 8:55 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Display/Exhibit Policy, Program Policy, Volunteer Policy, 3D Printer Policy