

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

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, 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)
Also Present: Jeannie Horne, Human Resources Director

The meeting was called to order at 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes

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

Moved by Mr. Healy, seconded by Ms. Ryan, to accept the minutes of the October 10, 2017 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell reported that the new Superintendent would be coming on Thursday for a tour of the building between 2:30 and 3:00, when the students are there. She also moved the Library Director Search item on the agenda to the end of the meeting.

Director's Report

Ms. Jankowski announced that Elizabeth Ellis has been hired for the full time Library Associate position and started yesterday. The new part time Library Associate, DeAnna Irizarry, should be starting soon.

Karen O'Brien arrived at 8:07

The phone system at the Library changed at the end of last week; the schools will manage the backend and it will save the Town money. Some features were lost. The Library received a letter from the MBLC stating that the Library is in compliance and the first state aid award will be coming soon. In order to receive state aid the Library Director must complete two reports to the state: the ARIS, a statistical report, and a second report that deals with finances. The Town is extremely supportive and the Finance Director is very aware of the requirements. The Inc. Board carefully manages its funds and always has money available to support the Library.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Mitchell noted that Ms. Denman has submitted her letter of retirement and that the moment was bittersweet. The Director noted that "there will never be another Nancy Denman" and that she has been a wonderful mentor in the development of emerging professionals. Ms. Denman said that they are superstars. Ms. Hickey added that Ms. Denman plans to work as a substitute after her retirement.

Friends of the Library Report

Ms. Robbins reported that the new Friends board members bring a great new energy. They will help with the Library's anniversary celebration, handing out cupcakes and bookmarks. The annual membership drive is underway and is ahead of last year. The staff holiday luncheon will be on December 13 from 12:00 to 1:30.

Inc. Board Meeting

The Inc. Board met on November 4. New members Linn Spalding and Tony Kelso were introduced. George Hibbard is staying on as Treasurer and the endowment is in good shape. The members are happy with the reading garden and with the detailed report of expenditures on the garden project that Ms. Killory had provided. A few thousand dollars remains in the account and will be left there for a full year to see if there are any additional needs. Chris Flanagan is talking about retiring from the Inc. Board.

Mr. Healy proposed that the Library hang photos of Library Directors Joanne Lamothe, Elaine Winqvist, and Carol Jankowski in the Library. He also announced that an All about History program will be taking place in the History Room on Saturdays from 10:00 am to 3:00 pm beginning in January.

Long Range Plan Update

Included in the long range plan was ensuring that the digital branch would be as dynamic as the physical branch. A new website is being developed for the digital branch of the Library, and will be a sub-site of the Town's new website. Denise Garvin has been meeting weekly with a committee to develop the site. One idea has been to pull today's events from the library calendar and post them on the home page. There is a very low cost to this redesign because it is being done through the Town site.

Parking/Traffic

This item will be put on the agenda in the spring, with the idea of bringing back the digital sign and patrol cars. Ms. Jankowski mentioned the concern expressed by a patron about middle schoolers on the playground. She will mention this concern to the Superintendent of Schools when he visits the Library. No one is responsible for supervising the playground. The Director also mentioned that the patron who was concerned with traffic congestion on the school side and had spoken with the Town Planner at Ms. Jankowski's suggestion. The patron reported that the Planner had listened and responded.

FY19 Budget

The Director met with Nat Taylor, the Library's Liaison on the Finance Committee, and had a good meeting. She has not yet heard from the Finance Committee about whether a meeting would be scheduled. Not all departments will be present for the meetings this year.

Library Director Search

The Division Heads were respectfully asked to leave for this discussion and HR Director Jeannie Horne joined the discussion. Ms. Mitchell reported that the search committee formed of Library stake holders had received three applications; one applicant withdrew after finding another position. Following interviews with two candidates, the Search Committee voted to present Denise Garvin as their candidate. Ms. Mitchell noted that Denise had a fantastic interview and brings institutional knowledge to the position. The Town Manager and the Human Resources Director offered to provide their support in areas such as budgeting where she does not have experience. Ms. Robbins said that Ms. Garvin has the skill set to move the Library forward. Mr. Healy said that the Trustees had set up the process and should accept the recommendation of the Search Committee. Ms. Ryan noted that Ms. Garvin had talked about planning social programming and Ms. Robbins stated that the candidate had asked excellent questions and had asked for the job.

Ms. Horne commented that it had been a pleasure to serve on the search committee. She said that Ms. Garvin is well positioned to do well in the role with her welcoming demeanor, ability to learn, and engaging and invested attitude. She noted that Ms. Garvin is aware of areas she will need to focus on.

Moved by Mr. Healy, seconded by Ms. Ryan, to extend an offer to Denise Garvin to be the new Director of the Duxbury Free Library.

Vote: 6 – 0 in favor

The Trustees and the Town Manager need to agree on the compensation amount; once it is determined, Ms. Horne will draft the offer letter, hopefully this week.

Ms. Garvin was invited back to the meeting. Ms. Mitchell thanked her for her consideration of the job and her fantastic interview, and informed her of the unanimous vote of the Board to offer her the job. Ms. Garvin thanked the Board and was congratulated by all. Ms. Mitchell told her that the Ms. Horne and Mr. Read have offered their support and help.

Moved by Mr. Healy, seconded by Ms. Robbins, to adjourn the meeting

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports