

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 12, 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)

The meeting was called to order at 8:06 am in the Setter Room at the Duxbury Free Library.

The Chair welcomed the new Director to "the square table" and said that the Trustees were here for her.

Minutes

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

Moved by Ms. Robbins, seconded by Mr. Healy, to accept the minutes of the November 14, 2017 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Ms. Mitchell thanked the retiring Director for all that she has done for the Trustees, the Library and the community. She told Ms. Jankowski that she leaves the Library a better place than she found it.

Karen O'Brien arrived at 8:07

Director's Report

Ms. Jankowski said that she is the luckiest Director in OCLN and that her experience at the Duxbury Free Library has been incredible. She has faced many challenges, but never alone, supported by an amazing staff, Board of Trustees, Friends of the Library, and Inc. Board. Strong bonds have been formed. She also announced that no one would miss her as she will be around.

She thanked the Trustees for the very nice reception and talked of a moving phone message left by a patron. Ms. Mitchell noted that a cross section of the community had turned out for the reception and that it was a tribute to Ms. Jankowski. The Director said that she had wanted to ensure that the Library be as recognizable as a Department as any other in Town.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Jankowski noted that at long last the circulation department was fully staffed and the two new members were emerging professionals who were both very nice and very smart.

Friends of the Library Report

Ms. Robbins reported membership was up this year and that there were two new members on the Board who were mothers with young children.

Policy Review

The Director had no suggested changes to the Duxbury Free Library By-Laws. She pointed out that the By-Laws specify that four is a quorum.

Moved by Mr. Healy, seconded by Ms. O'Brien, to approve the Duxbury Free Library By-Laws as written.

Vote: 6 – 0 in favor

Library Hours

Ms. Jankowski told the Board that she had a visit from a patron who wanted to see library hours expanded. She reviewed the history of the change in hours with him. He asked why patrons could not be in the building whenever staff was in the building and asked if a sizable donation would allow increased hours. It was a good, respectful conversation.

The Director noted that the Library is open the minimum number of hours required by the state based on population and that she felt that when the Library is open, full services should be provided. Because of the size and multi-levels of the building there were minimum staffing requirements for the building to be open. She reminded the Trustees of the results of the hours survey, which indicated that patrons would like the building to be open on Monday mornings, open earlier in the day, and open more Sundays. Ms. Jankowski has presented those

findings to the Town Manager and to the Finance Director. Ms. Mitchell recommended that comments on hours be tracked and the Director suggested that the survey be done again. Ms. Garvin thought it would be helpful to have new data and to compare the old versus new findings.

Mr. Healy suggested that the wall with former Directors photographs which he proposed at the November meeting should also include the current Director.

Moved by Mr. Healy, seconded by Ms. Ryan, to put photographs of all Directors who served in the current building on a wall in the Library.

Vote: 6 – 0 in favor

FY19 Budget

This year, only departments that still have unresolved issues will meet with the Finance Committee. The Director had not yet heard whether the Library would be presenting.

Moved by Ms. Robbins, seconded by Mr. Healy, to adjourn the meeting at 8:40

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Duxbury Free Library By-Laws