

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
JANUARY 12, 2010**

Members Present: Theodore Flynn (Chair), James Mandrell, John Britten, Nancy Delano, and Paula Harris

Staff Present: Elaine Winquist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Nancy Denman (Children's Supervisor) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:10 am in the Merry Room at the Duxbury Free Library.

**Minutes of previous meeting**

The minutes of the December 18, 2009 meeting were presented.

**Moved** by Mr. Mandrell, seconded by Ms. Harris, to accept the minutes of the December 18, 2009 meeting as presented.

**Vote:** 5 – 0 in favor

**Chair's Report**

Mr. Flynn reported that Carl Meier, former trustee who chaired the last two Long Range Planning Committees, has agreed to lead the process again. Suggestions for the makeup of the committee were discussed, among them a trustee(s), a Friend of the DFL, a student, staff member(s), an Inc. Board member, and a library volunteer. Ms. Winquist said that the process should probably start in the spring and that she will discuss the makeup of the committee with the Trustees before proceeding.

**Director's Report**

Ms. Winquist reported that she would be meeting with Jane Nielsen, the President of the Bumpus Gallery Board, and an electrician to discuss lighting in the Bumpus Gallery. Ms. Nielsen has proposed a new fixture (for which the Gallery would pay) at the entrance to the gallery and the replacement of a canister light. The longstanding relationship between the Gallery and the Library was discussed.

Mr. Flynn liked the idea expressed in the Director's report of combining maintenance contracts for various town buildings.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Mr. Mandrell asked about year end statistics, noting that these numbers, indicating the heavy use of the library, would be helpful to make public as Town Meeting approaches. Ms. Harris distributed a pamphlet done by the Weston Public Library publicizing their statistics and it was agreed that a similar pamphlet could be put together for the Duxbury Free Library to be made available to the public.

Ms. Winquist noted the retirement of Gordon McIver, the longest serving library volunteer. The staff will donate a book in his honor and the Trustees will send him a letter of appreciation.

**Friends Report**

The Friends continue to work hard in support of the Library. They will be selling book/beach bags with the FOL (Friends of the Library) logo as a fundraiser.

**Policy Review**

The Use of Library Policy was reviewed. The Library Director recommended that no changes be made to this policy.

**Moved** by Mr. Mandrell, seconded by Mr. Britten, to accept the recommendation of the Director for no changes to the Use of Library Policy.

**Vote:** 5 – 0 in favor

**Library Budget: FY11**

There were no updates on the FY11 budget. The status of the union contracts process for library staff was reviewed.

**Moved** by Mr. Mandrell, seconded by Ms. Harris, to adjourn the meeting at 8:50 am.

**Vote:** 5 – 0 in favor