

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 9, 2010**

Members Present: Theodore Flynn (Chair), Elane Mutkoski, 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), 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 January 12, 2010 meeting were presented. One change was made.

Moved by Ms. Harris, seconded by Ms. Mutkoski, to accept the minutes of the January 12, 2010 meeting as amended.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn deferred to the Library Director.

Director's Report

Ms. Winquist distributed a brochure filled with facts about the library that she had put together following a discussion at the last meeting. She plans to distribute the brochure at budget presentations, at Town meeting and in the library, particularly to patrons getting new library cards. She reported on the ALA conference in Boston and on the February meeting of the town-wide building committee, at which she presented the libraries long range capital needs through 2020. A materials management system, which would track materials leaving the building as well as providing inventory of books in the building, is an expensive item on her wish list. Mr. Flynn asked that a discussion of the system be on the next agenda.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Mr. Flynn commented on the breadth of programs at the library. Ms. Winquist noted that she hoped to do an autism workshop for the staff within the next year.

Friends Report

Ms. Sullivan reported that the group has raised \$25,000 since October 1, almost entirely through their membership drive. She showed the trustees the canvas bag that the Friends are now selling to raise funds. Mr. Flynn expressed the appreciation of the Board for the efforts of the Friends of the Library.

Policy Review

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

Moved by Ms. Harris, seconded by Ms. Mutkoski, to accept the recommendation of the Director for no changes to the Safe Child Policy.

Vote: 5 – 0 in favor

Library Budget: FY11

Ms. Winquist and division heads met with the subcommittee of the Finance Committee concerned with the library budget. The subcommittee was very supportive of the library and of the 1.3% increase in the library budget recommended by the Finance Director. The Director will be doing a brief presentation of the library budget at the Selectmen's meeting on February 22 and shared with the Trustees her ideas for a brief power point presentation.

The next Trustees meeting will be March 9, followed by Town Meeting on March 13 and Town Elections on March 27.

Moved by Mr. Britten, seconded by Ms. Mutkoski, to adjourn the meeting at 8:55 am.

Vote: 5 – 0 in favor