

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JANUARY 18, 2006**

Members Present: Theodore Flynn (Chair), John Hill, Carl Meier and Lynne Walsh
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), Rose Hickey (Technical Services Division Head), Carol Jankowski (Circulation Division Head) and Deborah Killory (Administrative Assistant)
Also Present: Donna Ryan, Co-President of the Friends of the DFL and Edward Shugrue

The meeting was called to order at 8:03 am.

Minutes of previous meeting

The minutes of the December 14, 2005 meeting were presented. Minor corrections were made.

Moved by Mr. Hill, seconded by Mr. Meier, to approve the minutes of the December 14, 2005 regular session, as amended.

Vote: 4 – 0 in favor

Chair's Report

Mr. Flynn said that it was important to get the negotiations for the SEIU contract under way.

James Mandrell and Nancy Delano arrived at 8:07

Director's Report

Ms. Winquist said that there had been no action in December on either the budget or contract negotiations. She asked the trustees to approve her proposed distribution of the FY05 State Aid, to be used in FY06, as follows: books - \$5,000; non-print - \$2,604; library supplies - \$2,000; mileage - \$1,000; furniture (upholstery) - \$5,000; contingency - \$1,000.

Moved by Mr. Meier, seconded by Mr. Hill, to approve the distribution of the FY05 State Aid award as proposed by the Library Director.

Vote: 6 – 0 in favor

Ms. Winquist reported that the HVAC system is in the best shape ever. Siemens Systems has been looking at the fire protection and sprinkler systems in all of the town buildings, funded by a grant obtained by the Manager of Building and Grounds.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. The trustees asked about the problem with missing DVDs. Ms. Winquist said that it is still less expensive to replace missing DVDs than to invest in cages for them; the cages also take up more room on the shelves. It was noted that although a formal inventory has not been done, it is likely that other materials are also missing.

Friends Report

Ms. Ryan reported that the membership drive has raised over \$18,000. There are over 800 members and 85 joined as best friends. They will be funding re-upholstering in the children's room, the lease on the staff copier and a defibrillator for the library, as well as participating in the spelling bee. The

Friends have been working hard on the March 25 gala. The liquor license has been approved, arrangements have been made with the Catered Affair and music has been arranged with Pat Collins local swing band and the school jazz band. It will be a black tie optional affair, with everything themed to book titles. They are looking for auction items

Contract Negotiations

Mr. Flynn and Mr. Hill emphasized that is important to get negotiations underway. Ms. Winquist will contact the Selectman's office to check on the schedule and if necessary, Mr. Flynn will contact the chair of the Board of Selectmen.

Trustee Candidates

So far, Jack Hill and Roz Thompson have taken out papers to run for election to the Board of Library Trustees. Mr. Shugrue is considering running.

Correspondence

Ms. Winquist reported on some recent donations which the library has received. The Grafton Fund is providing \$3,400, which will be used for internet computers for the children's room. Donations were also received from the Snug Harbor Investment Partnership, which uses the Setter Room on a monthly basis, and the Corbett family. Mark and Annette Shaeffer of Marshfield donated DVDs in sign language. There were no subtitles and no spoken language, so that the subject matter could not be reviewed. The production quality of the DVDs was very poor. The donation was refused. Ms. Winquist said a book or good quality videos in sign language with subtitles or spoken language as well would be considered for the collection.

DFL By-Laws

Because the existing by-laws require that amendments be made at a special meeting or at the annual meeting, the vote on amendments to the by-laws, discussed at the last meeting, will be delayed until the April annual meeting. Ms. Delano expressed her reservations about allowing the amendment of by-laws at a regular meeting.

Moved by Mr. Hill, seconded by Mr. Mandrell, to strike the word "regular" from Article VIII in the proposed revisions.

Vote: 6 – 0 in favor

Library Budgets

Ms. Winquist reminded the trustees of the Inc. Board meeting on February 25. She discussed the non-benefited professional position that has been added to the budget. She would like to restore it to a full-time position, which would require an additional \$25,000 to be added to the FY07 budget. Mr. Flynn asked the director calculate the cost of restoring Monday morning hours. The Town Manager is expected to attend the February trustees meeting.

Mr. Flynn would like to move forward with the capital planning project, looking at the building needs for the next ten years. A small group will be organized to put together a needs/wish list including the Library Director, Mr. Flynn, Mr. Mandrell, DPW Director Tom Daley, an architect and a member of the Friends of the Library board.

The date of the June meeting was changed to June 21.

Moved by Mr. Meier, seconded by Ms. Walsh, to adjourn the meeting at 9:10 am.

Vote: 6 – 0 in favor