

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MAY 17, 2006**

Members Present: Theodore Flynn (Chair), Jack Hill, Nancy Delano, James Mandrell, Carl Meier, and Laney Siddall Mutkoski.

Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), Carol Jankowski (Circulation Division Head), and Rose Hickey (Technical Service Division Head).

Also Present: Donna Ryan, Co-President of Friends of the Library

The meeting was convened at 8:05 am in the Setter Room at the Duxbury Free Library. A report was given by Donna Ryan of the Friends and then voted into executive session at 8:13. The meeting was roll called out of executive session by Ted and seconded by Jack with all in favor at 8:19 am. The regular session was called to order at 8:20 am and the minutes from the previous meeting was accepted by Jim and seconded by Carl.

Friends Report:

Donna Ryan reported that nearly \$18,000.00 was raised by the Gala. Of that, \$3,100 came from the donation cards that were mailed out and they are expecting more to come in. They have been sending out many, many thank you cards and Jim Mandrell agreed to get some thank you cards to help.

The next Gala is tentatively expected in two years. They made \$20,000 in memberships and have maintained this number for 3 years. They started with 63 Friends and are now up to over 400, with 89 Best Friends. The FOL have made over \$120,000 in over 5 years. They are in the process of doing a new membership drive with a new vendor.

They are planning on giving a scholarship this year. Ellen Snoeyenbos will help pick the recipient. They are sponsoring the summer reading program, the young adult reading contest, the Kindergarten Welcome book, a film series and a drop-in book club.

Donna Ryan is retiring and they will be electing a new board. She will stay involved and is confident the FOL will continue to be successful.

Director's Report:

Elaine highlighted that our friends from France will be flying in on June 17, 2006. She invited the Board to come and meet them on June 20, 2006 in the afternoon, details to follow.

She also talked about a cell phone antenna possibly being placed in the DFL's attic. There were many questions by the Board regarding if the money from the antenna would go into a general town fund or directly to the library. Jack Hill pointed out that when the Unitarian Church put in a cell phone antenna, they received approximately \$100,000 worth of improvements. They also make a significant income from the antenna and a generator. Elaine pointed out that the DFL is an emergency shelter, but we do not have generator and it would be beneficial to have one.

By the next meeting, it will be time for the Bumpus Gallery Board to re-sign their agreement. Elaine felt the relationship was going very well.

Elaine reported that we had \$39,000 in overdue book fines that was sent to the Town for FY05. Conversation continued on revolving funds. Carol Jankowski reported that some towns had revolving funds with caps. Carl said that DFL had a revolving fund in the past. Elaine said that the Senior Center had a revolving fund for food services.

She also reported that with all the rain, the DFL's roof did not leak. There was a small amount of water by the cupola, but otherwise the library stayed dry.

Director's Evaluation:

A copy of the final evaluation of our director was handed out and Ted Flynn said he would deliver a copy to the Town Manager. In all areas, the Board feels Elaine is doing an excellent job.

Ted is meeting with Richard McDonald regarding evaluations. Richard was so impressed with our evaluation form, that he is using large parts for other town positions.

Elaine reported that evaluation packets came over yesterday for the staff.

Policy Review:

The Meeting Room Use Policy, Display/Exhibit Policy and Customer Service Policy were all approved. On all policies Jim moved to accept and Carl seconded.

The Collection Development Policy is currently under review. Nancy Delano referred to page 13, 4th paragraph the word 'various' should replace 'different'. She also pointed out that #4 on page 14 should include the phrase, 'no later than the next meeting' as to when the Board would respond to an appeal. Jim noted on #5 on page 14, the word 'person' should be replaced with 'the patron'.

Elaine thanked both Rose Hickey and Marty O'Mara for all of their hard work on this particular policy. They both spent a great deal of time with rewording, editing and adding a new mission statement.

General Information:

There was a general discussion regarding the response Elaine received from the School Committee (SC) regarding her letter on our use of the Performing Arts Center (PAC). (Elaine wrote a letter on April 27, 2006 at the recommendation of Tony, the PAC manager.) Elaine read the response from SC Chairman, George Cipolletti. In general, we would pay fees when the PAC was not already open, we would pay overtime for custodial staff and lighting staff. Elaine responded to his letter clarifying the issues and fees.

Elaine pointed out that when the school uses the DFL, we absorb the cost of various staff and that there is no cost when we have used the Senior Center. Carol Jankowski and David Murphy added that there are many times that the DFL opens early or staff comes in on their days off for classrooms to use the facility, at no extra cost. It was suggested that this be brought to the superintendent's attention. She may not be aware of the ongoing relationship the librarians work to maintain with the schools.

Nancy Denman and Ellen Snoeyenbos have a meeting with the manager of the PAC to set up future events. They have a strict budget to work with.

Jim suggested we talk with the Town Manager, so that costs are standardized.

Jack asked if Town Meeting paid for the use of the PAC.

Ted recommended that Elaine pursue a meeting with Eileen Williams; Elaine agreed.

Annual Meeting of the Inc. Board:

Carl attended to represent the Board. He reported that the building advisory group will put together a list of needs for capital funds so that both fundraisers and contributors will know what donations will be spent on.

The Inc. Board discussed their investment policy, which was approved. Their investments are doing quite well.

Moved by Jim Mandrell and seconded by Carl Meier to adjourn the meeting at 9:08. **Vote:** 6-0 in favor.