

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 20, 2006**

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, James Mandrell and Elane Mutkoski
Staff Present: Elaine Winquist (Director), Nancy Denman (Children's Division Head), David Murphy (Reference Division Head), Rose Hickey (Technical Services Division Head) and Deborah Killory (Administrative Assistant)

The meeting was convened at 8:04 am in the Setter Room at the Duxbury Free Library and was voted into executive session at 8:05 am. The meeting was roll called out of executive session at 8:09 am and the regular session was called to order at 8:10 am.

Minutes of previous meeting

The minutes of the April 19, 2006 meeting were presented. An error was corrected.

Moved by Mr. Meier, seconded by Mr. Mandrell, to accept the minutes of April 19, 2006 as amended.

Vote: 5 – 0 in favor

The minutes of the May 17, 2006 meeting were presented. Two typographical errors were corrected.

Moved by Mr. Meier, seconded by Ms. Mutkoski, to accept the minutes of May 17, 2006 as amended.

Vote: 5 – 0 in favor

The minutes of the executive session of May 17, 2006 were presented. An error was corrected.

Moved by Mr. Meier, seconded by Mr. Mandrell, to accept the minutes of the May 17, 2006 executive session as amended.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn discussed the possibility of a revolving fund for the library using money collected in fines (\$35,000 last year). Concerns were expressed about legal issues and it was decided that it was not worth pursuing.

Director's Report

Ms. Winquist asked Ms. Denman to tell the Trustees about the Bay to Bayou program. Ms. Denman reported that this is the first totally in-house summer reading program for the library and the entire staff is involved. The program was instituted to raise money to help rebuild the libraries in Cameron Parish, Louisiana, that were destroyed by hurricanes last year. The library is attempting to get the support of the entire town for the program and presentations will be made to the Duxbury Business Association, Town Department Heads and Rotary Club. She showed the Trustees a sample mascot, Louis Z. Ana; mascots will be dressed in costumes by staff and interested patrons and raffled off to children participating in the reading program. Kick-off programs include a Young Adult concert by Harry and the Potters and a Children's program by Alex the Jester.

Ms. Winquist reported that Siemens, the company that is that has taken over monitoring all of the Town's fire alarms, has been doing a good job. The senior center has donated an adult display case to the library. She also noted that she had sent a follow-up letter to the superintendent of schools noting the library's services to the schools, in particular the hours that Ms. Snoeyenbos and Ms. Denman spend in and out of library hours talking to classes at the end of the school year.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. It was noted that no librarian has been hired to replace the retiring librarian at Alden School; there will be a shared librarian between the two elementary schools.

Friends Report

Mr. Mandrell reported that the Friends are looking ahead and planning a liaison with the Duxbury Business Association. Their next meeting will be August 2.

Mr. Hill will be away in the month of August and requested that the summer meeting be rescheduled in July; the

new date will be Wednesday, July 19.

Annual Policy Review

The Collection Development Policy was reviewed at the June meeting, with action scheduled for this meeting.

Moved by Mr. Meier, seconded by Ms. Mutkoski to approve the Collection Development Policy with the amendments proposed at the May 17, 2006 meeting.

Vote: 5 – 0 in favor

The Display of Art, Display of Art in the Bumpus Gallery and Gifts Policy were presented for review; Ms. Winqvist did not propose any changes. It was decided to eliminate the words “and the Board of Library Trustees” from the end of the first sentence in the Display of Art Policy. No other changes were suggested to any of the policies. A vote on these three policies will be taken at the July meeting.

Annual Agreement with Bumpus Gallery

The president of the Bumpus Gallery, Jane Nielson, was unable to be present for this meeting. The library has a good relationship with the gallery. The director will sign the annual agreement send it to Ms. Nielson for her signature.

FY07 Goals

Ms. Winqvist presented her goals the upcoming fiscal year. She was asked to add a goal under public relations for working on the relationship with the schools.

The Director distributed a report on the progress made in FY06 on the Long Range Plan. She asked the Trustees to review it prior to the next meeting in order that the action plan for FY07 can be finalized at the next meeting. The Building Advisory Group will meet next week.

Moved by Mr. Mandrell, seconded by Mr. Meier, to adjourn the meeting at 8:55 am.

Vote: 5 – 0 in favor