

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 14, 2006**

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, John Hill, James Mandrell and Elane Mutkoski
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Division Head), Rose Hickey (Technical Services Division Head), Nancy Denman (Children's Division Head) and Deborah Killory (Administrative Assistant)
Also Present: Carrie Dunne, Co-Treasurer of the Friends of the DFL

The meeting was called to order at 8:11 am.

Minutes of previous meeting

The minutes of the November 16, 2006 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to accept the minutes of November 16, 2006 as presented.

Vote: 6 – 0 in favor

Chair's Report

As a member of the Superintendent Search Committee, Mr. Flynn asked the trustees for their input on what qualities the town should be looking for in the new superintendent of schools. One quality described by the trustees and by town officials in a focus group is collegiality with other town departments. The importance of balancing the needs of the schools versus community needs was discussed. Ms. Mutkoski, who attended a focus group of parents, said that attendees at that group talked about the need for a superintendent who can recruit quality teachers, with a passion for teaching. The trustees discussed the importance of a leadership style that invites collaboration and encourages creativity from teachers. The importance of being a strong leader, but also being able to listen to different ideas and make changes, was also discussed.

The trustees expressed concern about the initial superintendent search process; a letter they wrote addressed to the School Committee requesting that the Library Director be included on the search committee, which was hand-delivered to the superintendent's office, had not been seen by Ann Ward of the School Committee two weeks after delivery. In the meantime, decisions were made on the composition of the search committee. In the future, communications with boards will be addressed to individual members and sent to their homes. Mr. Flynn will talk to the Chair of the School Committee to inquire if and when he received that letter and convey the concerns of the Board of Library Trustees about the process. Mr. Flynn will report back to the trustees on the conversation.

Director's Report

Ms. Winqvist reported that she had submitted to the Board of Library Commissioners an action plan for FY08 on the Long-Range Plan; the plan had to be submitted by December 1. She asked the trustees to review it for the next meeting. She can submit an addendum if there are any additions or modifications following the trustees' review. The trustee discussed the possibility of publicizing the Long-Range Plan, to demonstrate that the library is looking ahead.

The FY08 budget was discussed. The Town Manager thinks that although the budget will be tight, the town can get by; in FY09, however, the town may have to go for an override. Mr. Flynn said that in order for an override to pass, it has to come from the community; Mr. Hill commented that usually an override is only successful after cuts have been made, not in anticipation of them. Ms. Winqvist said that she has been asked to again try to cover the \$16,000 for periodicals from another source. She feels that the library has taken its hit and cannot cut any more; she asked that one or more of the trustees sit in with her on any future budget meeting with the Town Manager and Finance Director.

Ms. Winqvist has been reviewing the twelve month trustees agenda and proposed some changes to reflect existing requirements; she will prepare a revised schedule for the January meeting. The evaluation of board operations will be done this year in January 2007, rather than December 2006.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Mr. Murphy noted that Ms. Snoeyenbos has worked well with the new high school librarian and that the reference department is beginning to receive information in advance on assignments that require research.

Friends Report

Carrie Dunne, new co-treasurer of the Friends of the DFL, was present for the meeting. Ms. Mutkoski reported that the Friends are planning lithographs of the Ann Conway mural in the children's department as a fund raiser, using them for note cards, etc.

Meeting Room Policy

Ms. Winquist told the trustees that she had received a reply from Town Counsel concerning the proposed addition to the Meeting Room Policy. He said it was his opinion that the Board of Library Trustees has the authority to make policy in the building, including the proposed language on alcohol usage in the library. Town Hall has no problem with the addition to the meeting room policy. Since the amendment to the policy was voted last month subject to review by Town Counsel, the Town Manager and the Selectmen, the revised policy will now become effective.

Use of Library Policy

Town Counsel also gave his opinion that the library can have a policy prohibiting videotaping in the building. Public libraries in both Boston and Plymouth have policies on videotaping in the library, with Plymouth's policy prohibiting taping. Mr. Mandrell noted that it is a privacy issue for patrons as well as staff.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to add the video limitation to the Use of Library Policy.

Vote: 6 – 0 in favor

Easter Holiday

Ms. Winquist noted that the library has traditionally been closed on Easter and she would like to continue this practice.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to close the library on April 8, 2007 for the Easter holiday.

Vote: 6 – 0 in favor

State Aid

Ms. Winquist presented her proposal for distribution of the \$16,918.77 in 2006 State Aid as follows: \$4,000 for fiction; \$2,500 for nonfiction; \$2,000 for audio; \$3,000 for video; \$4,000 for supplies; \$1,418.77 for contingency.

Moved by Mr. Hill, seconded by Mr. Mandrell, to approve the distribution of 2006 State Aid as proposed by the Library Director.

Vote: 6 – 0 in favor

2007 Meetings

The meeting schedule for the first half of 2007 was set as follows: Thursday, January 18; Tuesday, February 13; Tuesday, March 13; Tuesday, April 17; Tuesday, May 15; Tuesday, June 19; Tuesday, July 31. All meetings will be held at 8:00 am in the Setter Room.

The next meeting will be on Thursday, January 18 at 8:00 am.

Moved by Mr. Hill, seconded by Mr. Mandrell, to adjourn the meeting at 9:14 am.

Vote: 6 – 0 in favor