

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 10, 2007**

Members Present: Theodore Flynn (Chair), Carl Meier, John Hill, and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), and Deborah Killory (Administrative Assistant)
Also Present: Betty DeBenedictis, aide to Representative Calter

The meeting was called to order at 8:05 am.

Minutes of previous meeting

The minutes of the March 13, 2007 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to accept the minutes of March 13, 2007 as presented.

Vote: 4 – 0 in favor

The minutes of the March 28, 2007 meeting were presented.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to accept the minutes of March 27, 2007 as presented.

Vote: 4 – 0 in favor

Chair's Report

Mr. Flynn reported on the status of the matters that had been discussed at the March 27 retreat. Up to date copies of all library policies were distributed to the Trustees; Ms. Winquist is working on a revised Trustee Orientation Packet

James Mandrell arrived at 8:08 pm.

Representative Calter's aide reported that he was unable to attend the meeting; his meeting with the Trustees was rescheduled for June. Representative Webster will attend the May meeting. The Town Manager is getting together a working group composed of school representatives, finance department representatives and the town manager to consider an override for FY09.

Nancy Delano arrived at 8:11 am.

Annual Meeting

Election of Officers:

Moved by Mr. Hill, seconded by Mr. Mandrell, to nominate Mr. Flynn as Chair of the Board of Trustees.

Moved by Ms. Mutkoski, to nominate Mr. Meier as Chair of the Board of Trustees. Mr. Meier declined the nomination because of Mr. Flynn's connections in town, which he felt were beneficial to the Board.

Vote on Mr. Flynn's nomination: 6 – 0 in favor

Moved by Mr. Hill, seconded by Ms. Mutkoski, to nominate Mr. Meier as Vice-Chair of the Board of Trustees

Vote: 6 – 0 in favor

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to nominate Mr. Mandrell as Secretary of the Board of Trustees.

Vote: 6 – 0 in favor

Ms. Mutkoski offered to remain as liaison to the Friends of the DFL, with Mr. Hill to attend meetings when she is unable.

Vote: 6 – 0 in favor

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to nominate Mr. Hill to continue as negotiator for the Board of Trustees.

Vote: 6 – 0 in favor

Director's Report

Ms. Winquist informed the Trustees that there had been fifty-three applicants for the part time position in the tech services department; interviews have begun. She received a memo from the Town Manager's office

informing her that there is \$3,125 available to the library through the Hathaway fund; she will present a proposal to the Selectmen. An update of the budget overview sheets was distributed.

The Inc. Board meeting is scheduled for Saturday, May 5 at 8:30 am.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. It was noted that circulation is down a bit this year; this is an overall trend in libraries. Reference assistance is also down, most likely because many patrons use the internet to answer their own questions; the importance of helping patrons evaluate internet sources in terms of usefulness and reliability was discussed. The nature of use of the library is changing. It is less a repository of books, although books are still important. It is important that the numbers of patrons taking advantage of remote access be recorded in evaluating library usage, as well as attendance at programs and in the building generally. Mr. Meier pointed out that the definition of materials is changing.

Friends Report

The Friends April meeting has not yet occurred, but Ms. Winquist noted that they are working hard on the November reception and will be presenting a proposal for beautification of the campus side of the building.

Duxbury Rural and Historical Society Request

The Duxbury Rural and Historical Society would like to have semi-permanent loan of the library's portrait of Georgia Wright for the Wright Building. They are willing to substitute a copy of the portrait if that is the library's preference

Moved by Mr. Hill, seconded by Mr. Mandrell, to make a semi-permanent loan of the Georgianna Wright portrait for use in the Wright Building.

Vote: 6 – 0 in favor

Distribution of Director's Evaluation Form

It is time for the Trustees' annual evaluation of the performance of the Library Director for FY07. The evaluation forms and job descriptions were distributed; the Trustees will fill out the forms and get them to Mr. Hill to collate. His report will be ready for the May Trustees meeting. The Trustees' evaluation should be submitted to the Town Manager in June.

Fiscal 09 Budget

Work on the FY09 budget is beginning early. Ms. Winquist distributed to the Trustees the payroll portion of the budget, based on level services. The Board discussed preparing a simple graphic presentation that will show the changes in the number of staff and the effects on programs and technical services. At the next meeting, budget scenarios will be discussed, including where the library budget has been, where it is now, and where it is going.

Building Advisory Group

Mr. Mandrell and Ms. Winquist agreed that now is not an advantageous time for this group to meet. Too much fundraising is already going on in the community and all of the issues are already well know by the staff and the library community. In addition, the group has not been functioning well, always getting side-tracked into fundraising and legal compliance. Mr. Meier asked if there was any overlap between the list of anticipated capital needs submitted to the Fiscal Advisory Committee and the post occupancy/Building Advisory Group list; there was none. There are two lists, the Fiscal Advisory list, which is comprised of building necessity, and the Building Advisory List, which is comprised of projects that will improve the aesthetics and function of the building. The help of the Inc. Board and the Friends, while a boon to the library in providing important funding, also lets the town off the hook in meeting the library's needs.

The next meeting is scheduled for Tuesday, May 15.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to adjourn the meeting at 9:17.

Vote: 6 – 0 in favor