

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 19, 2007**

Members Present: Theodore Flynn (Chair), Carl Meier, John Hill, and Nancy Delano
Staff Present: Elaine Winqvist (Director), Rose Hickey (Technical Services Division Head), Nancy Denman and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:08 am.

Minutes of previous meeting

The minutes of the May 15, 2007 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to approve the minutes of May 15, 2007 as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn deferred to Ms. Winqvist.

Director's Report

Ms. Winqvist told the trustees that she had been trying to contact newly appointed School Superintendent Sue Skeiber about the use of the performing arts center. In the school department's policy for use of the center, town departments are included with all nonprofits and charged a fee of \$150 for use, as well as additional fees when custodial and/or technical staff is required for a program. Three children's programs are scheduled for this summer at the base fee; the VooDoo Doctors concert would involve additional charges for technical staff, so will take place at the library.

Ms. Winqvist pointed out that the library has been willing to schedule staff at hours when the library is not open or on days off to accommodate the school schedule, and has never charged the schools, despite the necessity of using subs to fill in staff hours. She has talked to the Town Manager about the issue and he encouraged her to ask for a change in policy. Ms. Winqvist feels that the fees should be waived for town departments as a courtesy. The trustees agreed that given the accommodations the library makes to the school schedule and the expenses that this incurs, it is reasonable to ask the school department to waive its fees for the library. If Ms. Winqvist is unsuccessful in convincing the Superintendent, Mr. Flynn will contact the Chair of the School Committee.

Ms. Winqvist reported that she has received the signed agreement from the Bumpus Gallery president for the upcoming year. The irrigation project on the campus side of the building is pretty well completed and the landscaping project is underway. Ms. Mutkoski has found an Eagle Scout interested in taking on the landscaping project on the tennis court side of the building once the hill is taken down. A donation in memory of Katherine Kemp has been used to set up a new book area on the main level.

Ms Winqvist expressed the concern of staff about speeding in the parking lot after school when athletic events are taking place, and the danger this poses to library patrons and staff as well as to the small children and their parents using the playground. Speed bumps are being considered. Inspections have been conducted by the building and fire departments; both have taken under advisement the issue of whether the entry on the main level on the tennis court side of the building is needed as an exit.

On the personnel front, the Director reported that two full time staff members have been out on extended sick leave, stretching staffing and requiring use of a number of subs. She reported to the trustees that there are ten staff members who have been employed by the library for five, ten or fifteen years and asked that the trustees honor them with a book donated in their names, as has been done in the past. The trustees agreed. Ms. Hickey and Ms. Denman have worked at the library for fifteen years; Ms. Killory has worked for the town for twenty years.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Ms. Denman reported that the Friends have doubled her budget for programming this summer. She noted the huge response to the adult VooDoo Doctors program. 140 patrons have been issued tickets; the waiting list was stopped when it reached 100. Mr. Meier asked about the reference to privacy rights in the Children's Department report. Ms. Denman said that privacy for children is a big issue as Massachusetts privacy laws do not set an age limit on the right to privacy. There is a balancing act involved in weighing the rights of privacy for

a minor with parental oversight, that requires education of staff and the public. A policy may be required on this issue

Friends Report

In addition to the increase in the children’s programming budget, the friends have funded the summer programming request for the young adult department and allocated \$18,000 for the landscaping project on the campus side; their only request was a marker noting the donation. The Friends are working hard on their November 3 reception and fundraiser.

Policies for Review

Five existing policies were submitted for review by the Trustees: Customer Service Policy, Library Program Policy, Volunteer Policy, Gift Policy and Patron Record Policy. Ms. Winquist had no recommendations for changes in any of the policies.

Moved by Mr. Meier, seconded by Mr. Hill, to note the review of the Customer Service Policy, Library Program Policy, Volunteer Policy, Gift Policy and Patron Record Policy with no changes necessary.

Vote: 4 – 0 in favor

Noncertified Library Policy RE Turner Library, Randolph

A letter was received from the Trustees of the Turner Library informing the Duxbury Free Library Trustees that a vote of the Randolph Town Meeting has allowed library hours to be restored to levels required for certification beginning July 1 and requesting that the Duxbury Free Library continue to serve Randolph patrons.

Moved by Mr. Meier, seconded by Mr. Hill, to inform the Randolph Board of Library Trustees that because Randolph has made substantial progress towards restoring certification, the Duxbury Free Library will continue to serve Randolph patrons.

Vote: 4 – 0 in favor

End of Fiscal Year

The end of the fiscal year is fast approaching; the library budget is in good shape this year

The next meeting is scheduled for Tuesday, July 31.

Moved by Mr. Hill, seconded by Mr. Meier, to adjourn the meeting at 8:40.

Vote: 4 – 0 in favor