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DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JULY 31, 2007

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

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

Minutes of previous meeting
        The minutes of the June 19, 2007 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Mandrell, to approve the minutes of June 19, 2007 as presented.
                                            Vote: 4 – 0 in favor

Elane Mutkoski arrived at 8:09

Chair's Report
Mr. Flynn deferred to Ms. Winquist.

Director's Report
        Ms. Winquist distributed to the Trustees a letter from the Randolph Board of Selectmen thanking them
for restoring library services to Randolph patrons following the passage of an override in Randolph and
restoration of library hours. She reported that Amy Tull, recovering from a hip injury, is back at work halftime
and will be returning to a full time schedule in September. Judy Sime of the reference department will be
retiring, effective August 15. Mr. Mandrell will write a letter of appreciation to Ms. Sime on behalf of the
Trustees thanking her for her service to the library. The position will be posted after Labor Day.
        Ms. Winquist noted that Campus Council will be meeting at the library on August 8 at 9:00; any
interested Trustee is invited to attend. The new student union will be represented for the first time at the
meeting. Camp Wing staff will be running the student union; the Library Director toured the building during an
open house and was pleased with the layout. Ms. Winquist also invited the Trustees to visit the new garden area
on the campus side of the building. One of the benches was donated in order of Katherine Kemp; the rest of the
project was funded by the Friends of the Library. Mr. Mandrell will send a letter of thanks to the Friends and
copy it to the Clipper.

Departmental Reports
        Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed.
The Trustees discussed the fact that the lack of a librarian at Chandler School meant that no library visits were
scheduled with that building. Online registration for programs and the problem of no-shows were discussed,
including some options for reminding patrons to cancel if they will not be able to attend and possible penalties.

Friends Report
        There was no July meeting of the Friend of the Library.

Meeting Schedule
        The meeting schedule for the rest of 2007 was set for the following Wednesday mornings at 8:00 am:
September 12, October 17, November 14, and December 12.

Holiday Schedule
        Ms. Winquist distributed a proposed holiday schedule for the remainder of the fiscal year. She proposed
that the library be closed on the following dates/times, in addition to the usual holidays: Sunday, November 11
for Veterans Day; Wednesday evening, November 21 at 5:00; Mondays December 24 and 31; Sunday, April 13
for Easter Sunday.

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Moved by Mr. Mandrell, second by Ms. Mutkoski, to approve the holiday schedule as presented.

Vote: 5 – 0 in favor

FY09 Budget

Ms. Winquist distributed her preliminary budget proposals for FY09. The Finance Director asked department heads to present two proposals, one with level dollars in the expense budget, one with level services. In both cases, the personnel budget was current staffing levels reflecting contractual obligations.

Mr. Flynn left at 8:45, with Mr. Meier taking over as acting chair.

Mr. Mandrell asked what would be lost in going to a level dollars budget. The Director responded that she had cut periodicals (hoping that Inc. would pick this up), cut funding for staff development and cut computer maintenance. It is possible that she may be asked to make further cuts. She noted that if a large cut was required, she would consider closing on one weekday.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 8:50.

Vote: 4 – 0 in favor