

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 12, 2007**

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

The meeting was called to order at 8:10 am.

Meeting Schedule

Mr. Hill had not been present when the Trustees schedule for upcoming meetings was discussed. He asked for some changes. The November meeting date was changed from November 14 to November 7; the December meeting will now take place on December 5, rather than December 12.

Minutes of previous meeting

The minutes of the July 31, 2007 meeting were presented. One correction was made

Moved by Mr. Meier, seconded by Mr. Mandrell, to approve the minutes of July 31, 2007 as amended.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported that the Friends of the DFL have requested a letter of support from the Trustees to the Board of Selectmen for the November 3, 2007 fundraiser. Ms. Winqvist will draft a letter.

Director's Report

Ms. Winqvist reported that the library will be installing a new phone system. The Trustees asked why no school principals attended the Campus Council meeting; new teacher orientation was scheduled for the same day. The Director will rethink the scheduling next year. A Student Union representative was present for the meeting.

Ms. Winqvist has invited the new superintendent to come over and meet the staff. She proposed that the trustees invite Ann Ward, the vice-chair of the School Committee and/or George Cipoletti, the chair, to attend a Library Trustees meeting. Mr. Flynn said that the invitation should be sent directly from the Trustees to School Committee members.

The director distributed information on two upcoming trustee events. She encouraged the Trustees to join the Massachusetts Library Trustees Association with membership dues paid by the library.

Mr. Hill questioned the library policy of charging \$5.00 for replacement library cards and requiring a photo ID even when staff knew the patron. Ms. Winqvist said that staff is required to treat all patrons the same.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. The Trustees discussed the fact that the numbers were down in the children's department for summer programs. Ms. Winqvist responded that staff theorized that was because library visits to the Chandler School, where the summer programs were promoted in the past, did not occur this year without a librarian at Chandler School. The third grade classes, as well, did not come for their usual library visits. Circulation numbers were also down, which may have been a result of the good weather over the previous month.

Friends Report

Ms. Mutkoski reported that the Friends are preparing for the November fundraiser and will be promoting it with a gicl  of the children's room mural circulating at various shops in town.

New Business

Ms. Winqvist reported that she had received a letter from the Bridgewater library stating that the library is close to losing certification and asking what Duxbury's policy is.

Holiday Schedule

Ms. Winqvist asked that the Trustees add Sunday, December 23 to the list of holidays in 2007.

Moved by Mr. Hill, second by Mr. Mandrell, to approve adding December 23 to the holiday schedule.

Vote: 5 – 0 in favor

FY09 Budget

Ms. Winqvist noted that the Finance Director informed her that the Town would be going with a level services budget. She was scheduled to meet with him later in the week.

Moved by Mr. Meier, seconded by Mr. Mandrell, to adjourn the meeting at 8:36.

Vote: 5 – 0 in favor