

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 17, 2007**

Members Present: Theodore Flynn (Chair), John Hill, James Mandrell, Nancy Delano and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Carol Jankowski (Circulation Division), Rose Hickey (Technical Services Division Head), Nancy Denman (Children's Division Head) and Deborah Killory (Administrative Assistant)

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

Minutes of previous meeting

The minutes of the September 12, 2007 meeting were presented.

Moved by Mr. Mandrell, seconded by Mr. Hill, to approve the minutes of September 12, 2007 as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn deferred to the Library Director.

Director's Report

Ms. Winquist reported there had been some recent staffing changes. Denise Garvin, who held the sixteen hour librarian position in Technical Services, has been appointed to the full time position in Reference. Ms. Winquist asked the Finance Director and the Town Manager for permission to increase the hours for the Technical Services Librarian position from sixteen hours to nineteen hours; they have agreed. Amy Tull has resigned from a full time position as a Library Associate in the Circulation and Children's Departments to accept another position. The library is accepting applications for both vacant positions.

Ms. Winquist suggested that Mr. Meier contact Ann Ward, the vice-chair of the School Committee and invite her to attend a Library Trustees meeting.

The Trustees were pleased that Sue Skeiber, the School Superintendent came to the library to meet with the Director and staff. Ms. Winquist noted that Ms. Skeiber attended the last meeting of town department heads.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Ms. Winquist noted the terrific response that Ellen Snoeyenbos is getting for her two weekly teen programs, the Knit Wits, a knitting club, and her book discussion group, the Bookmarks. The Trustees were disappointed that Ms. Denman's presentation was cut from the Alden School Open House program. Ms. Winquist noted that the Superintendent will work with her on a Campus Council meeting next summer, before the opening of school, where direct contact with the principals could help with this type of issue. She also suggested this as a topic for the Trustees to discuss when a School Committee member comes to a meeting.

Friends Report

Ms. Mutkoski reported that the Friends are preparing for the November 3 fundraiser and that framed copies of the gicl  of the Children's Room mural are in the building.

New Business

Mr. Hill proposed that the charge for replacing a library card be reduced from \$5.00 to \$1.00. Ms. Jankowski said that many patrons who forget their library cards ask for a replacement. The charge is intended to reduce the incidence of this. Staff does have discretion to waive the fee if a wallet or key chain with a library card is stolen. In light of this information, Mr. Hill withdrew his proposal.

FY09 Budget

Ms. Winquist has met with the Finance Director and was told that the Town is going forward with a level services budget.

Friends of the Library Event

Ms. Winquist asked that the library be closed at 2:00 on November 3 for the Friends fundraising event.

Moved by Mr. Hill, seconded by Mr. Mandrell, to close at 2:00 on November 3 for the Friends fundraising event as requested.

Vote: 5 – 0 in favor

Moved by Mr. Hill, seconded by Mr. Mandrell, to adjourn the meeting at 8:54.

Vote: 5 – 0 in favor