

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

Members Present: Theodore Flynn (Chair), Carl Meier, John Hill, James Mandrell, Nancy Delano and Elane Mutkoski

Staff Present: Elaine Winqvist (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.

**School Committee member: Ann Ward**

At the request of the Trustees, Ann Ward of the School Committee attended the meeting. Ms. Winqvist noted that one of the goals in the library's long range plan is collaboration with the schools and outlined some of the ways that the library tries to reach out to the schools. She expressed the library's concerns about the lack of professional fulltime librarians for each of the two elementary schools; Ms. Ward agreed that this was a concern. Ms. Winqvist then discussed the library's concern about the high fees charged by the schools for use of the Performing Arts Center. She noted that the library does not have a budget for rent and that the library never charges the schools for use of the library; staff comes in before library hours to accommodate the school schedule. She asked that the school department reconsider the rate schedule for other town departments. Ms. Ward acknowledged the problem and hopes that with staff changes, the fee schedule can be reconsidered.

Ms. Ward then asked about technology, in particular whether the library will be using the new electronic book, the Kindle. Ms. Winqvist replied that the library has two on back order and offered to demonstrate the Kindle to the School Committee. The idea of having textbooks online was also discussed, as well as the effect on the after school usage of the library by the new student union.

Mr. Flynn noted the importance of increased communication between the library and the schools. Ms. Ward suggested that meetings be set up at the library with school librarians.

**Minutes of previous meeting**

The minutes of the November 7, 2007 meeting were presented.

**Moved** by Mr. Mandrell, seconded by Mr. Hill, to accept the minutes of November 7, 2007 as presented.

**Vote:** 6 – 0 in favor

**Chair's Report**

Mr. Flynn commented on the success of the school fundraiser "Are You Smarter than a Fifth Grader", put on by the Parent Connection. Mr. Flynn was the master of ceremonies and the library had a team competing in the program. It was a fun event that raised close to \$7,000.

**Director's Report**

Ms. Winqvist reported on the success of the Friends gala and noted that they are already starting to plan for the next one. Jody Hall, a former substitute for the Library, has joined the staff in the 19 hour Tech Services position formerly held by Denise Garvin, who is now a full time reference librarian. Lori Blake, also a former substitute, has just started in the full time Circulation/Children's library associate position.

**Phone System**

Town Hall had its new phone system installed in September. The system is currently leased and will be purchased in March. The phone system in the library is failing and Ms. Winqvist hopes to purchase the same new system in March. Ms. Winqvist, encouraged by the Finance Director, hopes to move unneeded money from the capital article for the fire panel to help finance the phone system.

**Departmental Reports**

Reports of the Children's, Circulation, Reference and Technical Services were distributed, along with a report on Young Adult activities.

**Other business**

Ms. Delano attended a training session on the open meeting law. She said that email discussion between trustees was discussed as well as not holding meetings of a quorum of trustees outside of a posted meeting. Filing of meeting minutes with the Town Clerk was also discussed.

**Budget**

Ms. Winqvist proposed a budget for the expenditure of the FY07 state aid during this fiscal year.

**Moved** by Mr. Meier, seconded by Mr. Mandrell, to approve the expenditure of FY07 State Aid funds as recommended by the Library Director.

**Vote:** 6 – 0 in favor

A solution to a longstanding problem with leaks from the HVAC system in the reference area is in the works. Ms. Winqvist met with a subcommittee of the Finance Committee.

Ms. Mutkoski left at 9:05 pm.

**Meeting schedule for 2008**

Meetings were scheduled for the first half of 2008 as follows: Wednesday, January 16 (when Finance Director John Madden will meet with the Trustees); Thursday, February 14; Wednesday, March 5; Wednesday, April 16; Wednesday, May 21; Wednesday, June 18.

**Moved** by Mr. Hill, seconded by Mr. Mandrell, to adjourn the meeting at 9:15.

**Vote:** 5 – 0 in favor