

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JANUARY 16, 2008**

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

The meeting was called to order at 8:12 am.

Minutes of previous meeting

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

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

Vote: 5 – 0 in favor

Finance Director: John Madden

At the request of the Trustees, Finance Director John Madden was present at the meeting. He presented a general overview of the town's financial status, saying that bills are being paid, the town is maintaining a level services budget and the budget is balanced. He is concerned that the town is relying on free cash to fund the operating budget, which he believes should be funded through annual revenues. Mr. Madden believes that free cash should be used to fund capital expenditures. He feels that not enough attention is paid to infrastructure and observed that one small step in that direction is the article on the special town meeting warrant to update the phone systems in several town buildings, including the library. He would also like to wire all of the buildings in town, including the schools, with fiber. Mr. Madden noted that the town has no capital plan and he has made development of one a goal.

Mr. Madden said that Duxbury's decision to remain a rural community means that the tax base is almost entirely residential. Little help is available from the state as state aid is flat, lottery distribution is down and state initiatives for increased town revenues are geared toward increases in hotel, motel and meals taxes. He agreed with the trustees that an override may be necessary in order to put the town's finances in order and that usually pain is necessary before citizens agree to an override. He said that there will be capital and debt exclusion articles on the Town Meeting warrant, both of which override the levy limit on a temporary basis and emphasized that both town and school expenses were included in these articles. He feels strongly that it is important to work together with the school department and unite as a town and also that communication is critical to the success of any override effort. Mr. Mandrell noted that it is important that communication occur in many forums, not just at town meeting, so that all residents get the message.

Mr. Flynn replied that the library is willing to accept its share of the pain with the financial constraints on the town and that the Trustees are behind the Finance Director in his efforts and will do what they can to support him. The Trustees thanked Mr. Madden for coming and said that they had found the information helpful.

Chair's Report

Mr. Flynn deferred to the Library Director

Director's Report

Ms. Winquist told the Trustees about the upcoming Legislative Breakfast on February 29 from 8:00 to 9:00 in Norton sponsored by MLA and encouraged them to attend. She also noted that the Duxbury Reads program is underway. Mr. Flynn said that he was excited to see the elegant mailing on the program included with the dump and beach sticker mailing by the town.

Departmental Reports

Reports of the Children's, Circulation, Reference and Technical Services were distributed. Mr. Murphy told the Trustees that thirteen 8th grade classes visited the reference department last week for presentations on research. Ms. Winquist noted that many classes came during hours that the library was not open.

Friends

Ms. Winquist reported that the Friends are in great financial shape. \$15,000 was donated by the Friends for library materials in addition to their funding of the summer programs for children and young adults. They are also discussing funding scholarship(s) for one or more of the longtime young adult volunteers. The group is considering changing its fiscal year to coincide with the library's fiscal year and is already looking forward to another gala in 2009.

Policy Review

The Use of Library Policy, Unsupervised Children Policy, Internet Safety Policy, Meeting Room Use Policy and Customer Service Policy were reviewed. The Library Director recommended that no changes be made to these policies.

Moved by Mr. Meier, seconded by Mr. Mandrell, to conclude their review of the five policies listed above by noting their support of the Library Director's recommendation of no changes at this time.

Vote: 5 – 0 in favor

Other business

Mr. Mandrell proposed that department heads make presentations on a rotating basis to the Trustees about the activities of their departments. Ms. Winquist suggested that other staff members be included in these presentations to familiarize the Trustees with what is going on in the library.

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

Vote: 5 – 0 in favor