

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

Members Present: Theodore Flynn (Chair), John Hill, James Mandrell, Elane Mutkoski, and John Britten
Staff Present: Elaine Winquist (Director), David Murphy (Assistant Director), Nancy Denman (Assistant Director), Rose Hickey (Acquisition Librarian), Carol Jankowski (Circulation Supervisor), Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:05am in the Setter Room at the Duxbury Free Library.

Annual Meeting

Election of Officers:

Moved by Mr. Hill, seconded by Ms. Mutkoski, to nominate Mr. Flynn as Chair of the Board of Trustees.

Vote: 5 – 0 in favor

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to nominate Mr. Hill as Vice-Chair of the Board of Trustees.

Vote: 5 – 0 in favor

Moved by Mr. Hill, seconded by Ms. Mutkoski, to nominate Mr. Mandrell as Secretary of the Board of Trustees.

Vote: 5 – 0 in favor

Nancy Delano arrived at 8:07 am.

Ms. Mutkoski volunteered to remain as liaison to the Friends of the DFL, with Mr. Hill to attend meetings when she is unable.

Minutes of previous meeting

The minutes of the March 5, 2008 meeting were presented.

Moved by Mr. Mandrell, seconded by Mr. Hill, to accept the minutes of March 5, 2008 as presented.

Vote: 6 – 0 in favor

Chairs Report

Mr. Flynn reported that at the Special Town Meeting money was approved to fund the new phone system for the library. Ms. Winquist reported that the system was installed on April 14.

Directors Report

Ms. Winquist reported that someone had hacked into the old phone system over the last several months, with some calls being forwarded overseas. Setting new passwords for staff voicemail accounts helped with this problem and care has been taken to set up strong password protection in the new system.

The Trustees asked if a new DPW Director had been appointed. Ms. Winquist said that the application period will close at the end of the week. The library has received some additional money from the state, \$292.01 in additional state aid and \$863.55 in the matching grant program, which was awarded to match funds raised by the Friends of the DFL. Eldridge Plumbing has repaired the leaks in the HVAC system.

Ms. Winquist noted that DPEA, the association of professional employees, was making progress in its quest to be officially recognized as a bargaining unit with the town.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services were distributed. Mr. Flynn commented that many people enjoyed the *Duxbury Reads: The Soloist* program. Mr. Hill reported how much he enjoyed leading the final discussion and what a great book it was to discuss.

Ms. Mutkoski asked about purchase of video equipment. Ms. Winquist explained that it was primarily for use by Ms. Snoeyenbos and her group of young adults.

Mr. Mandrell noted the difficulty the reference department has in getting copies of assignments from the schools. Mr. Flynn suggested that Ms. Winquist approach the Superintendent and/or the school principals about this.

Friends Report

Ms. Mutkoski reported that the Friends are looking for new members to replace two who had left the board. They are already working on planning for a March 28, 2009 gala.

Directors Evaluation

Evaluation forms will be sent out to the trustees. Completed forms should be returned to Mr. Hill by April 23.

Other Business

Ms. Mutkoski brought up a March 20 article that reported that two Massachusetts libraries are considering privatization. Ms. Winquist noted that the article was unclear.

Mr. Flynn asked that Mr. Britten be provided with minutes of the last year's meetings.

Some changes were made to the dates of upcoming meetings of the Board. The revised schedule is: Wednesday, May 7; Thursday, June 12 and Thursday, July 24. There will be no August meeting.

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

Vote: 6 – 0 in favor