

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
JUNE 12, 2008**

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

The meeting was called to order at 8:07am in the Setter Room at the Duxbury Free Library.

**Minutes of previous meeting**

The minutes of the May 7, 2008 meeting were presented.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the minutes of May 7, 2008 as presented.

**Vote:** 5 – 0 in favor

**Chairs Report**

Mr. Flynn reported that all was quiet and deferred to the Library Director.

**Directors Report**

Ms. Winquist reported that summer programming is getting under way. She distributed the Children's Department summer schedule and a poster for the summer program. It is a busy time of year with performance reviews and the end of the fiscal year.

DFL, Inc., met on May 10. They will be continuing to fund the library at level dollars, supplementing the budget for programs, materials, museum passes, and periodicals. Mr. Flynn noted that the Inc. board does a brilliant job managing money.

No special permitting is needed to take down the hill at the rear of the building and the interim DPW superintendent has said his department will do the job. There was a discussion of the loss of shade trees with the hill coming down. Ms. Winquist noted that the remaining birch trees near the library and taller trees near the tennis courts will continue to provide shade and that light filtering shades can be purchased for that side of the building.

The Young Adult Twilight Prom was a tremendous success, with over 100 teens from Duxbury and surrounding towns participating.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. The Trustees were happy to note the progress being made with the schools in the area of summer reading. Rachel Barrett, the high school librarian, has written letters about the support Ms. Snoeyenbos has provided to the high school and middle school libraries and to the kids from both schools. Ms. Winquist met with the Superintendent of Schools, who is very aware of Ms. Snoeyebos' contribution. They discussed fees at the Performing Arts Center. The library is still being charged as a non-profit, with the lowest rate being \$150. If the issue cannot be resolved with the Superintendent, the Trustees will go to the School Committee.

It was noted that circulation figures for the month of May were the highest in a decade. Ms. Jankowski pointed out that historically, in difficult economic times use of public libraries increases – and that the library is becoming a great destination for residents. The eclectic list of Hot Summer Reads this year was discussed.

**Friends Report**

Mr. Hill filled in for Ms. Mutkoski. He noted the high energy level of the group and said that they are working hard on next year's gala, scheduled for March 28, 2009, and on books on the beach.

**Policy Review**

The Trustees were asked to review the following policies: Friends of the Library, Gifts, Patron Records and the Bumpus Gallery Agreement. The Director had no recommended changes to the policies.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to confirm the Friends of the Library, Gifts, and Patron Records Policies, as well as Bumpus Gallery Agreement, with no changes.

**Vote:** 5 – 0 in favor

### **Staff Report: Technical Services Division Head**

Ms. Hickey reported on the activities of the Technical Services Department. One important area is collection management, where she strives for an excellent well-rounded collection that meets the information and entertainment needs of the community. The best indicators as to whether these needs are being met are circulation statistics (consistently high) and being a net lender (patrons don't need to go outside the collection to obtain materials). Ms. Hickey noted that excellence in the collection is the result of collaboration of over 1,000 people each year. The tech services department does the hands on processing of materials, weeding the collection and choosing materials. The entire staff of librarians is meets several times a year to discuss the collection and all staff members are involved in making recommendations. Patrons also take part in developing the collection by filling out purchase request forms and the schools participate by providing copies of textbooks. Memorial or honorary gifts often involve purchase suggestions. The reference department tracks patron questions – now by way of a wiki – which indicate areas of need. Reports of multiple holds on an item indicate the need for additional copies. Programs – either with authors or on subjects – also drive the collection. She noted that interlibrary loan is handled through the regional library systems and the cost is covered by the state.

It was suggested that a piece be run in the *Clipper* promoting the library as a destination when times are tough.

### **Director's Evaluation**

Mr. Flynn reported that the director's evaluations had been compiled and that she received her usual stellar review. A copy of the report will be sent to the town manager along with a letter from Mr. Flynn. Ms. Winquist told the Trustees that she would be sending them her FY09 goals and objectives via email and that she would welcome their feedback.

The next meeting is scheduled for Thursday, July 24.

**Moved** by Mr. Mandrell, seconded by Mr. Hill, to adjourn the meeting at 8:46 am.

**Vote:** 5 – 0 in favor