

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
JULY 24, 2008**

Members Present: Theodore Flynn (Chair), James Mandrell, Nancy Delano, and John Britten  
Staff Present: Elaine Winquist (Director), David Murphy (Reference Supervisor), Nancy Denman (Children's Supervisor) Denise Garvin (Reference Librarian), Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:09am in the Setter Room at the Duxbury Free Library.

**Minutes of previous meeting**

The minutes of the June 12, 2008 meeting were presented.

**Moved** by Mr. Mandrell, seconded by Mr. Flynn, to accept the minutes of June 12, 2008 as presented.

**Vote:** 4 – 0 in favor

**Chair's Report**

Mr. Flynn reported that he had spoken with the Town Manager informally.

**Director's Report**

Ms. Winquist reported that the Young Adult float won first prize in the 4<sup>th</sup> of July parade. The library has dealt with a media onslaught following a Selectmen's meeting dealing with the fraudulent phone calls placed through the library phone system made the news. The selectmen voted to do a reserve fund transfer to cover the bill. A check to Verizon has been cut to cover the \$13,000 in fraudulent calls but will not be sent at this time. The matter was referred to Town Counsel. Ms. Winquist reported that Christine Smythe, DPW office manager and responsible for paying phone bills, has been pursuing the matter diligently through Verizon's fraud department and through law enforcement channels.

Ms. Mutkoski arrived at 8:13 am.

Mr. Mandrell asked about passwords on staff phones and suggested that longer passwords are better. Ms. Winquist noted that overseas calls are now blocked.

Ms. Winquist noted that the newly DPW superintendent, Peter Buttkus will take the hill and trees behind the library down. She is awaiting a detailed proposal from Eagle Scout Nick Lyon.

The director reported on some recent personnel changes at the Library. There have been two resignations due to personal/family situations. Kirstin Boothman, who has been a part time library associate for many years has been appointed to the full time position in the circulation and children's department. Christine Ward, a trained substitute, has been appointed to Ms. Boothman's former part time position. The nineteen hour position in tech services has been advertised and about twenty-five applications have already been received. Concerns about the difficulties of hiring and holding on to staff in this non-benefited position were discussed.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Mr. Britten noted that internet usage seemed to be the only statistic that is down. Mr. Murphy explained that this is because the number is a percentage of use. The number of computers in the reference department has increased, so that even with actual usage continuing at the same level the percentage of use is less.

**Friends Report**

No meeting was held in July. Ms. Winquist reported that the Friends are working on their fall membership drive. Their efforts and the amount of money they have raised for the library were lauded.

**Holidays in FY09**

Ms. Winquist presented her recommendations for holiday closings for the upcoming year. She would like to close the library at 5:00 on Wednesday, November 26 (the day before Thanksgiving); at 1:00 on Christmas Eve; and at 1:00 on New Year's Eve.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to close the library at the hours proposed by the Director on the day before Thanksgiving, Christmas and New Year's Day.

**Vote:** 4 – 0 in favor

**Staff Report: Children's Services Division Head**

Ms. Denman noted that when she began in her position as head of the children's department, the department had one librarian who also helped at the circulation desk and 300 to 325 children registered for the summer reading program. Now, in addition to Ms. Denman herself, there is one fulltime professional, one part-time associate who works primarily in the department and three circulation workers who also work in the children's department. This year, there are 715 children registered for the summer reading program – so far.

Ms. Denman noted that she wears many hats. She is a reading coach and literacy promoter, who tries to fit the collection to the needs of patrons ranging in age from infants/toddlers to grandparents. She is an advocate and lobbyist for her staff and department and for the right of equal access to reading materials for children. She is a program planner, provider and supervisor who provides programs for all ages, including at least one program for parents each year. She is a statistician, analyzing data to determine needs and staffing for the department. She is a collaborator, between departments, with other libraries and with the schools. She is a diplomat and social worker, handling situations with parents behaving badly as well as with "hooligans". She is a reference service provider at the children's reference desk. She is a policy and procedure creator and goal setter who brings staff together and surveys the community. She is a finance director and chief procurement officer for her department, meeting with vendors to develop the best and broadest collection the library can provide. She is a personnel manager and team leader, conducting interviews and working with Elaine on hiring; mentoring and role modeling for staff; and working as the staff personnel liaison. She is a public relations and marketing director working with the Community Partnership for Children (preschool) and with the schools. She is a prognosticator, active with MLA, NELA, SEMLS, the Youth Services Advisory Committee and with colleagues on a phenomenal staff. It is a challenge to constantly juggle these many roles!

**Upcoming meetings**

The schedule for the next four months was set. The Board of Library Trustees will meet on: Tuesday, September 9; Tuesday, October 14; Wednesday, November 12 and Tuesday, December 16.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 8:53 am.

**Vote:** 5 – 0 in favor