

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 9, 2008**

Members Present: Theodore Flynn (Chair), Elane Mutkoski, Nancy Delano, and John Britten
Staff Present: Elaine Winquist (Director), Nancy Denman (Children's Supervisor), Carol Jankowski (Circulation Supervisor), Rose Hickey (Technical Services Supervisor), Denise Garvin (Reference Librarian), Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:12 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the July 24, 2008 meeting were presented.

Moved by Ms. Mutkoski, seconded by Mr. Britten, to accept the minutes of the July 24, 2008 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

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

Director's Report

Ms. Winquist reported that the library has been very busy, following an established pattern that when the economy is down, library usage goes up. She expressed her concern about a reduction in the state budget of line 9506, concerning the infrastructure of datalines. She would like to see the funding restored. She is encouraged with the progress of the Eagle Scout project at the entrance to the library. Nick Lyons has met with Craig Bloodgood, a landscape architect, for ideas. He envisions an area of paths, benches, grass and plantings where the hill used to be and hopes that the project will be completed by spring. The Director is trying to get a definitive answer as to whether there are sufficient means of egress from the library so that the outside stairs can be removed

Ms. Winquist noted that the Campus Council meeting prior to the opening of school was the most successful one yet, with the building heads, as well as Superintendent of Schools Sue Skeiber and Student Union head Sue Lawrence in attendance. She noted that the personnel changes that were discussed at the July meeting have taken place and that Susan Earle has been offered the 19-hour position in the Technical Services Department.

Department Reports

Ms. Mutkoski extended kudos to the Children's Department for their wonderful summer programming. The library as a whole was particularly busy this summer. Ms. Winquist reported that she and Ms. Denman have been meeting with children's author Brian Lies in preparation for the launch of his new book *Bats at the Library*. It will be a major national event, which will begin at the Duxbury Free Library (which, along with his childhood library in Chicago, inspired him to write the book). The event will be for children ages 4 – 8 with a parent. The Friends of the DFL and the young adult Bookmark group will provide volunteer help for the event.

Friends Report

The Friends are scheduled to meet on Friday, September 12 and are preparing for their March gala.

FY2010 Budget

Ms. Winquist reported that her capital budget requests were submitted in mid-August. Department heads were told that FY2010 general fund budgets should be for a level services budget allowing for a 3% increase over FY2009. In 2005, two positions in the technical service departments were either eliminated or cut in hours. In the proposed FY2010 budget, Ms. Winquist restored those positions and following her presentation of the budget to the Finance Director, was told that he supported the request.

Staff Report: Circulation Division Head and Events Coordinator

Ms. Jankowski noted how fortunate she feels to be working in a setting where there is such respect between colleagues. She stated that a major part of her responsibility as head of circulation is in developing procedure and taking part in policy making. She develops procedures that are used within the building and during her 20 years in the network, has been involved in developing circulation policy and procedures at the network level she is a people manager, involved in hiring, training, and supervising staff. She supervises the

largest staff in the building and feels that mentoring is an important part of her responsibility. She mines the talents of her staff to develop programs, displays and exhibits. She runs interference with difficult patrons and handles difficult situations, such as calling patrons with long overdue books. Her department oversees materials delivery, which involves interaction with SEMLS. She spends time at the circulation desk, standing by her staff and filling in when needed. She coordinates the volunteer program and the substitute list, including the training and scheduling of both. Much of her time is spent in overseeing staff. She is very involved in reader advisory and works with book groups in town. This involves a good deal of reading of new books, reviews and readers' advisory websites, as well as keeping up on what the community and nation are reading.

Ms. Jankowski is also the Events Coordinator for the library, a role that she has been developing over the last few years. She is always looking for authors, performers, lecturers, and poets who can provide programs on the cheap. Programs include the 4th Friday Films, Tech Talks, Sunday Salon Series, the DFL Book Group, and Poetry Circle. She also serves as a library ambassador to the community, involved with Westwinds Bookshop on author programs, the Senior Center once a month in the Respite Care Program, and through Ms. Winquist's involvement in the Cultural Alliance, Ms. Jankowski has also worked with the Duxbury Art Association and the Duxbury Art Complex Museum to support each other's programs through jointly publicizing in a brochure.

Ms. Winquist noted that Ms. Jankowski, along with Ms. Denman, are the most skilled in the building at dealing with patron problems.

The next meeting is scheduled for Tuesday, October 14, 2008.

Moved by Mr. Britten, seconded by Ms. Mutkoski, to adjourn the meeting at 8:58 am.

Vote: 4 – 0 in favor