

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 14, 2008**

Members Present: Theodore Flynn (Chair), John Hill, Elane Mutkoski, Nancy Delano, James Mandrell, and John Britten

Staff Present: Elaine Winquist (Director), Nancy Denman (Children's Supervisor), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:08 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the September 9, 2008 meeting were presented.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to accept the minutes of the September 9, 2008 meeting as presented.

Vote: 6 – 0 in favor

Chair's Report

Mr. Flynn noted that state budget cuts are coming and that even though local aid is not being cut in the first round, the library needs to begin to prepare. He asked the Library Director to begin to look at fiscal strategies for FY09 and FY10..

Director's Report

Ms. Winquist reported that the library has been very busy, and noted that the national launch of local author Brian Lies' book *Bats at the Library* was very successful. She told the Trustees that the new part time library associate in Tech Services, Susan Earle, has started. She reported that she had a very positive conversation with the Financial director – before the talk of state budget cuts – and she also had a good meeting with David Madigan of the Fiscal Advisory Committee concerning the library's long-term capital needs.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Winquist noted that the young adult quarterly literary magazine has just come out. The Poetry Circle celebrated their 9th birthday with poet Rick Meier, son of former Library Trustee Carl Meier, as their honored guest.

Friends Report

The annual fundraising mailing has gone out to all residents. The Friends continue to prepare for their March gala. The annual meeting of the group will be in November, when there will be some changes in the board.

Policy Review

The Unsupervised Children Policy and the Internet Safety Policy were reviewed. The Library Director recommended that no changes be made to these policies.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to conclude their review of the two policies listed above by noting their support of the Library Director's recommendation of no changes at this time.

Vote: 6 – 0 in favor

Staff Report: Administrative Assistant

Ms. Killory noted that she was hired as Administrative Assistant in 1997 after working at Town Hall for eleven years. She went back to school for her MLS and now works 9 hours per week in reference, 31 hours as administrative assistant.

A primary area of responsibility is to track the library's financials. She administers the library's payroll which includes submitting the payroll to the accounting department, tracking and balancing the personnel budget, maintaining employee records of all library staff including issuing quarterly reports of vacation, personal and sick time available to benefited employees, and handling the paperwork for new hires and pay increases for regular staff. She also manages and reconciles accounts payable and receivable including

submitting expenditure warrants to the accounting department on a weekly basis, tracking and balancing expenditures, tracking all library purchase orders, issuing quarterly reports for staff showing outstanding purchase order and balances of their budget lines, collecting funds from the circulation desks and submitting fines and fees funds to the treasurers' office each week. She serves as a liaison to accounting and treasurer's office on financial matters.

She also helps with collection management by tracing lost and damaged items, submitting funds collected for replacing such items to the director, providing monthly reports to the various departments on items to be replaced and putting together ordering information for replacements to the adult book collection. She coordinates the library staff schedule with department heads each week and administers library meeting room use. She manages inventory and procurement of office supplies, serves as administrative assistant to the Trustees, provides general advice and support to the director, and assists in other departments when needed.

FY09 Budget

Ms. Winquist said that the current fiscal year's budget looks fine so far. Mr. Flynn asked her to invite the Finance Director to the December meeting of the Trustees.

The next meeting is scheduled for Wednesday, November 12, 2008.

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

Vote: 6 – 0 in favor