

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

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

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

The meeting was called to order at 8:10 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the November 12, 2008 meeting were presented. One adjustment was made.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the minutes of the November 12, 2008 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Mr. Flynn noted that a \$2 billion shortfall in the state budget has been reported, which could have repercussions for towns.

2009 Meeting schedule

The Trustees set the first seven meetings of 2009 for the following Tuesday mornings at 8:00 in the Setter Room: January 13, February 10, March 10, April 14, May 12, June 16, and August 4.

Ms. Winqvist requested that the Trustees authorize an early closing on Saturday, March 28, in preparation for the Friends' fundraiser that evening.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to close the library early on Saturday, March 28, to prepare for the Friends of the Duxbury Free Library's fundraising gala.

Vote: 6 – 0 in favor

Ms. Winqvist requested that the Trustees authorize her to close the library on Easter Sunday.

Moved by Mr. Mandrell, seconded by Mr. Hill, to close the library on Sunday, April 28, for Easter

Vote: 6 – 0 in favor

Director's Report

Ms. Winqvist announced that the annual legislative breakfast will be held at 8:00 am on February 6, in Norton at the Chateau. The library has received half of the \$18,000 awarded in State Aid for FY09 and has received a letter stating that a second payment will be made later.

The Director of Inspectional Services has said that the external cement stairway can be removed but that the exit must be maintained as an emergency exit; therefore the existing stairs, if removed, must be replaced with a smaller set of stairs close to the building. The Trustees suggested that this be looked into before the garden project is implemented and suggested that the Director look into the cost of taking down the stairs and talk to an architect.

Ms. Winqvist distributed her report for the state on the Long Range Plan and requested feedback from the Trustees. Work should begin on the next LRP in 2010 and the Trustees expressed the hope that Carl Meier will return to lead the planning process.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. The Trustees commented on the increase in circulation over last year.

Friends Report

Mr. Britten was impressed with the fundraising efforts of the group, including the sale of the giclée prints and preparations for the March gala.

John Madden, Finance Director

Town Finance Director John Madden met with the Board. He reported that the Town Manager had presented the FY10 budget to the Board of Selectmen the previous evening. There was a \$1.7 million shortfall in supporting a level services budget and cuts had to be made. The balanced budget that was presented will affect services. The idea of an override was floated for the first time. Mr. Madden thanked Ms. Winqvist for her willingness to work with him on adjustments to the library budget. He expects the town to be all right in FY09 because of steps taken to protect

the budget from state aid cuts. The importance of planning ahead, particularly in the capital budget, was discussed and Mr. Madden also talked about the use of free cash and the stabilization fund.

Mr. Mandrell left the meeting at 9:30 am.

Library Budget

Ms. Winquist noted that her original proposed FY10 budget included a restoration in hours for the two positions in Tech Services that had been cut several years ago. With the cuts that had to be made to the budget, she has had to revise that proposal and is now requesting that only the professional position be returned to 21 hours to make it a benefitted position. Other cuts proposed were in the network assessment, which has been reduced by \$3,000; in the number of Sundays that the library is open to those that have always been the busiest, in January through the end of April, for a savings of \$4,000; and, with Mr. Madden's help, in the budgeted amounts for utilities.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to adjourn the meeting at 9:47 am.

Vote: 5 – 0 in favor