

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 14, 2009**

Members Present: Theodore Flynn (Chair), James Mandrell, Nancy Delano, John Britten, and Paula Harris
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Nancy Denman (Children's Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Deborah Killory (Administrative Assistant)
Also present: Jan Schwartz (Bumpus Gallery Board)

The meeting was called to order at 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the March 10, 2009 meeting were presented.

Moved by Mr. Mandrell, seconded by Ms. Delano, to accept the minutes of the March 10, 2009 meeting as presented.

Vote: 4 – 0 in favor, 1 abstention

Ms. Winqvist distributed to Trustees information on the new chapter of the American Library Association for the National Association of Library Trustees and National Association of Friends of the Library. She also told them that Public Library Journal is currently available to Trustees at a discounted subscription rate.

Director's Evaluation Packet

Mr. Flynn noted that in past years, Mr. Hill had compiled evaluations from each of the Trustees into a single report, but Mr. Hill has retired from the Board. Mr. Mandrell offered to take over this function. Packets including the Director's job description, evaluation form, and a status report on her goals and objectives for FY08. The compiled evaluation will be forwarded to the Town Manager with a cover letter in early June to be included in his annual review of the Director. Ms. Harris said that as a newly elected Trustee, she would not complete an evaluation form this year. Ms. Winqvist proposed that the form be sent to the outgoing Trustee following the election of a new Trustee. The Board agreed and the evaluation packet will be sent to Mr. Hill.

Chair's Report

Mr. Flynn said that there were no changes to the FY2010 budget that passed at Town meeting. The possibility of future cuts in State Aid could affect the 2011 budget.

Ms. Mutkoski arrived at 8:12 am.

Annual Meeting

Election of Officers:

Moved by Mr. Mandrell, seconded by Mr. Britten, to nominate Mr. Flynn as Chair of the Board of Trustees.

Moved by Mr. Britten, seconded by Mr. Mandrell, to close the nominations

Vote: 6 – 0 in favor of closing nominations

Vote: 6 – 0 in favor of Mr. Flynn as Chair

Moved by Ms. Mutkoski, seconded by Mr. Britten, to nominate Mr. Mandrell as Vice-Chair of the Board of Trustees.

Moved by Mr. Britten, seconded by Ms. Harris, to close the nominations

Vote: 6 – 0 in favor of closing nominations

Vote: 6 – 0 in favor of Mr. Mandrell as Vice-Chair

Moved by Mr. Britten to nominate Ms. Mutkoski as Secretary of Board of Trustees. Motion withdrawn.

Moved by Ms. Delano, seconded by Ms. Mutkoski, to nominate Ms. Harris as Secretary of the Board of Trustees.

Moved by Mr. Britten, seconded by Ms. Delano, to close the nominations

Vote: 6 – 0 in favor of closing nominations

Vote: 6 – 0 in favor of Ms. Harris as Secretary

Mr. Britten agreed to continue as liaison to the Friends of the Duxbury Free Library

Director's Report

Ms. Winquist reported that the Library budget had been approved at Town Meeting. The budget includes bringing the professional position in Tech Services to a benefits level position. The position will be posted and hopefully Jody Hall, who currently occupies the non-benefitted position, will apply. The library will be open ten fewer Sundays under the approved FY2010 budget. After discussion with Department Heads to determine which Sunday closings will have the least impact on residents, the Director recommended that the library be open on Sundays from November 22, 2009 through April 11, 2010

Moved by Mr. Mandrell, seconded by Mr. Britten, to accept the Library Director's recommendation for the Sunday schedule for FY2010.

Vote: 6 – 0 in favor

Ms. Winquist reported that she had attended the Friends meeting following the Gala. They had netted \$262 on the fundraiser. They were pleased with the party, but noted that the ticket price may have been too high. Trustees commented on the number of other events in Town on that date. Ms. Harris, as Secretary, will send a letter to the Friends thanking them for all of their hard work on the party.

Ms. Winquist noted that the staff is still brainstorming on the outdoor stair project. Wally Tonaszuck, the former DPW Director, had come over to the library to look at the proposed project and said that is was doable. Ms. Winquist envisions removal of the existing stairway, extending the existing iron railing and adding emergency stairs against the building. The Director has received one price on the emergency stairway and will be seeking a second bid. She will need shop drawings before submitting the plan to the town, and will meet with the Director of Inspectional Services. The Trustees asked to see the drawings when she receives them. The Inc. Board has approved spending funds donated by the Binsfield family on the project, but cannot provide any additional funding at this time.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Denman noted that the reaction to date to the Safe Child Policy has all been positive.

Guest: Bumpus Gallery Board

Jan Schwartz of the Bumpus Gallery Board provided information to the Board about the Gallery and its exhibits. The Bumpus Gallery is an independent entity that has exhibit space in the Library. The Gallery Board, as part of the Library family, would like to increase contact with the Trustees, She asked for addresses of the Trustees in order to send them postcards on upcoming shows and said that Bumpus Board members will be attending some Trustees meetings.

Policy Review

The Display of Art in the Bumpus Gallery and the Display of Art Policies were reviewed. The Library Director recommended that no changes be made to these policies.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the Library Director's recommendation of no changes at this time in the two policies listed above.

Vote: 6 – 0 in favor

Ms. Winquist told the Trustees that Independence Day is on a Saturday this year, and that Town Hall will be closed on Friday, July 3. She recommended that the library be closed on Friday, July 3 and Saturday, July 4.

Moved by Mr. Mandrell, seconded by Mr. Britten, to accept the Library Director's recommendation for library hours in observance of Independence Day.

Vote: 6 – 0 in favor

Moved by Mr. Britten, seconded Ms. Harris, to adjourn the meeting at 9:10 am.

Vote: 6 – 0 in favor