

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MAY 12, 2009**

Members Present: Theodore Flynn (Chair), James Mandrell, Nancy Delano, Elane Mutkoski, 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)

The meeting was called to order at 8:07 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the April 14, 2009 meeting were presented. One correction to the minutes was made.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to approve the minutes of the April 14, 2009 meeting as amended.

Vote: 6 – 0 in favor

Chair's Report

Mr. Flynn thanked Laura Sullivan and the Friends of the Duxbury Free Library for their efforts in holding a fundraising gala for the Library. Ms. Harris reported that a letter of thanks on behalf of the Trustees has been sent. Mr. Flynn said that he is concerned that the FY2010 budget could be in jeopardy. Ms. Winqvist said that she has not heard anything to that effect. She has a meeting scheduled with the Finance Director on May 13.

Director's Report

Ms. Winqvist reported that the problems with the library data communications that she had noted in her written report as improved are back. It is a Verizon issue and other libraries have had problems with their dedicated lines as well.

She told the Trustees that at the Inc. Board meeting, a little less was allocated to the library than in the past, due to the economic downturn. As the formula used for disbursements is based on a percentage of the last three years income, the effects will be felt over the next several years. Judy Dinneen has resigned from the Inc. Board; Brooke McDonough has been appointed to fill the vacancy.

The Eagle Scout landscaping project and the entrance stair project were discussed, and concerns about the landscaping being done before the stair project was completed were expressed. Ms. Winqvist will be meeting with the Director of Inspectional Services on the project and said that only the funds from the Binsfield donation are available for the entrance/exit project and may not be adequate for its completion. The problem with the chiller is being repaired today.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Winqvist noted that Ellen Snoeyenbos and her YA Bookmarks spoke very effectively about the importance of broadband access at libraries in the video clip for the Gates Foundation referred to in the reference report.

Friends Report

Ms. Winqvist reported that Ms. Snoeyenbos attended the last meeting on the Director's behalf and said that the Friends summed up the March gala as a great party, but not a great fundraiser, as it netted only \$216.

Policy Review

The Display/Exhibit, Library Programs, and Library Volunteers Policies were reviewed. The Library Director recommended that no changes be made to these policies.

Moved by Mr. Mandrell, seconded by Mr. Britten, to accept the three policies listed above with no changes.

Vote: 6 – 0 in favor

Ms. Harris proposed changing the time of the Trustees meetings to 8:15. All agreed with the change. Mr. Mandrell reminded Trustees to get their evaluations of the director to him as soon as possible. Mr. Flynn said that the June 16 meeting will begin with an executive session to review the evaluation.

Moved by Mr. Mandrell, seconded Ms. Harris, to adjourn the meeting at 8:40 am.

Vote: 6 – 0 in favor