

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 13, 2010**

Members Present: Theodore Flynn (Chair), Elane Mutkoski, James Mandrell, John Britten and Paula Harris

Staff Present: Elaine Winquist (Director), David Murphy (Reference Supervisor), Nancy Denman (Children's Supervisor), Carol Jankowski (Circulation Supervisor), and Deborah Killory (Administrative Assistant)

Also present: Jan Schwartz, Helen Bumpus Gallery Board member

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

Annual Meeting

Election of Officers:

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

Vote: 5 – 0 in favor of Mr. Flynn as Chair

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

Vote: 5 – 0 in favor of Mr. Mandrell as Vice-Chair

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

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

Ms. Sullivan will serve as liaison to the Friends of the Duxbury Free Library

Minutes of previous meeting

The minutes of the March 9, 2010 meeting were presented.

Moved by Ms. Harris, seconded by Mr. Mandrell, to accept the minutes of the February 9, 2010 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn told the Board that he had talked with Selectmen Betsy Sullivan about a materials security system for the library. Ms. Sullivan expressed an interest in hearing more about the system.

Materials Handling System

Ms. Winquist reported to the Trustees that she and professional staff members had met with a representative of 3M to hear about the company's RFID (Radio Frequency Identity) system for materials handling. Ms. Winquist suggested a phased in approach, which would tag all new materials and materials that are circulating with RFID tags and provide RFID workstations for staff use as well as security gates. Other components such as self-checkout stations, smart return and shelf readers could be added later. Ms. Winquist gave the Board an estimate of \$73,500 for the first phase.

She noted that she has included the RFID system in her capital request to the town for the past several years. Ms. Winquist said that the typical loss rate for a library the size of the DFL is about 4% per year. Using a conservative figure of 3% of a 100,000 item collection and a low replacement cost of \$15.00 per item, she estimated replacement costs for lost items to be approximately \$45,000 per year. The Trustees would like to pursue this further. More specific information will be needed if it is decided to move forward with a capital request.

Laura Sullivan arrived at 8:30 am.

Director's Report

Ms. Winquist reported that she and the professional staff are in the midst of the evaluation process. She will be meeting with the Town Manager on April 29 for her evaluation and submitting in advance a self evaluation, a list of accomplishments and her goals for the upcoming year. Mr. Flynn suggested that the Trustees use the same form as the Town in evaluating the director next year.

Ms. Winquist reported that longtime Library Associate Denise Hovis has resigned and will be missed. The library will be filling this position.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Denman described the AWE stations early literacy stations with preloaded programs. These stations were paid for using grant funds from the Grafton Foundation.

Friends Report

Ms. Sullivan reported that the Friends met last week. The response to the annual appeal has now reached \$25,000, a record. She felt that the online presence of the Friends, as well as providing more options for donation amounts in the mailing contributed to the record response. Mr. Flynn told Ms. Sullivan to be sure to let the Trustees know if there was anything they could do to support the Friends efforts; she responded that each Trustee getting the word out to their circle of friends would be a tremendous help.

Director's Evaluation

Mr. Mandrell had collated the evaluations done by individual Trustees and distributed copies of the collated evaluation. Mr. Flynn noted that, once again, the Trustees collectively think that the Director and her staff are doing a great job. A copy of the completed evaluation, along with a cover letter, will be sent to the Town Manager.

Facilities Management

Ms. Winquist has been attending meetings with managers of other Town buildings and the group is moving toward coordinating maintenance contracts and vendors. Because of wording in the Town Manager Act, which puts the responsibility for purchasing and maintenance of the library facility in the hands of the Library Trustees, rather than the Town Manager, Mr. MacDonald wanted to be sure that the Trustees agreed to with the cooperative approach to Town building maintenance. Ms. Winquist said that she found these meetings extremely helpful and that next year, all town buildings would be using the same elevator maintenance company and waste disposal company. The Trustees agreed that this is a good idea.

Ms. Winquist pointed out that in the new fiscal year, one of the library custodians will be putting in 12 hours a week in at other town buildings, which do not currently have custodial coverage.

Policy Review

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

Moved by Mr. Mandrell, seconded by Ms. Harris, to accept the Director's recommendation of no changes to the Display of Art Policy and the Bumpus Gallery Policy.

Vote: 6 – 0 in favor

Mr. Flynn asked if the lighting situation in the Bumpus Gallery had been resolved; Ms. Winquist reported that she had spoken with Ms. Nielson of the Gallery Board several times and believed that they had come to an agreement. One light that hasn't been working will be repaired. Ms. Schwartz agreed with Ms. Winquist.

Old Business

Mr. Flynn pointed out that the final State budget when voted could have an impact on the town budget, particularly in the new fiscal year.

Ms. Winquist reported that at the April 12 meeting the Library staff contract had been ratified by the Board of Selectmen.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 9:15 am.

Vote: 6 – 0 in favor