

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

Members Present: Theodore Flynn (Chair), Elane Mutkoski, Laura Sullivan, and Paula Harris
Staff Present: Elaine Winquist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), and 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 April 13, 2010 meeting were presented.

Moved by Ms. Harris, seconded by Ms. Mutkoski, to approve the minutes of the April 13, 2010 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Mr. Flynn talked about concerns with the State's financial situation. Ms. Winquist reported that to date, the Finance Director has said that the budget looks stable for next year as he was very conservative in his State Aid forecast.

Director's Report

Ms. Winquist asked if the Trustees would like to have the meeting packets emailed to them beginning next month. They agreed and packets will be sent with a return receipt. She reported that she has received notification that the second half of the FY10 State Aid will be arriving soon.

The Friends of the Library will be paying for the annual subscription to Mango, an online language product. It will be available to Duxbury library card holders only.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. It was noted that the new Town review process for the Division Heads and Administrative Assistant had gone well. The popularity and expense of downloadable audio books were discussed. Ms. Winquist noted that the network is looking into downloadable music and movies; to date, there is not a competitive price for libraries for these products.

Friends Report

Ms. Sullivan reported that the Friends had not met since the last Trustees meeting. She noted that the Friends scholarship will be given to a single recipient this year and the Friends are excited about funding Mango.

Proposed Social Networking Policy

The Library has been using social networking products such as Facebook, Twitter, Wikispaces and YouTube. Ms. Winquist felt that it was time to institute a policy concerning library use of these products. The trustees asked whether the policy would be subject to legal review. The Director replied that after approval by the Trustees, the policy will be sent to the Town's IS department and will be passed by Town Counsel at that time. No amendments were proposed. There will be a vote on the policy at the next meeting.

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 Ms. Harris, seconded by Ms. Mutksoki, to accept the Director's recommendation of no changes to the Display/Exhibit, Library Programs and Library Volunteers Policies.

Vote: 4 – 0 in favor

The next meeting is scheduled for June 8; at that meeting the schedule for the fall will be discussed.

Moved by Ms. Harris, seconded by Ms. Mutksoki, to adjourn the meeting at 9:06 am.

Vote: 4 – 0 in favor