

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
AUGUST 3, 2010**

*Approved: September 9, 2010*

Members Present: Theodore Flynn (Chair), Elane Mutkoski, James Mandrell, and Laura Sullivan  
Staff Present: Elaine Winquist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Nancy Denman (Children's 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 June 8, 2010 meeting were presented.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to approve the minutes of the June 8, 2010 meeting as presented.

**Vote:** 4 – 0 in favor

**Chair's Report**

Mr. Flynn talked about concerns with the State's financial situation, including shortfalls and the sales tax ballot question.

**Director's Report**

Ms. Winquist is working on the annual reports to the state. The municipal appropriation did not meet the state requirement; she will request a waiver. As the library was not disproportionately cut, a waiver should be granted. The Director had attended a Personnel Board meeting and commented on the good job that Human Resources Officer Jeannie Horne is doing.

The Long Range Planning Committee plans to begin meeting in September. Mr. Mandrell met with the Town Manager and the Human Resources Officer to discuss the search for a new Library Director. The Town Manager would like to meet with the top three candidates for the position; Mr. Mandrell will sit in on these meetings. Mr. MacDonald would like the new Library Director to start before Ms. Winquist leaves. The proposed Search Committee would consist of two trustees, Mr. Mandrell (Chair) and Ms. Mutkoski; Jeannie Horne, representing the Town; Jack Hill, who represents the community, the schools and the senior center; two library staff members, Nancy Denman and Karen Hahn; Chris Flanagan of the Inc. Board; and Sarah Keating of the Friends of the DFL.

**Moved** by Ms. Mutkoski, seconded by Ms. Sullivan, to accept the composition of the Search Committee as presented.

**Vote:** 4 – 0 in favor

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. The Reference Department has been reconfigured, with many volumes of reference materials de-accessioned. The circulating American History collection was moved into some of the newly available shelving. Ms. Denman reported that the summer had been very busy in the Children's Department and that patrons had enjoyed the passport pictures.

**Friends Report**

Ms. Sullivan reported that Sarah Keating is working on the annual letter and is planning to send handwritten letters to big donors this year.

**Policy Review**

The Social Networking Policy was presented at a previous meeting. A change to the language concerning copyright was suggested by Mr. Mandrell.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to approve the Social Networking Policy with the recommended change.

**Vote:** 4 – 0 in favor

**Holiday Schedule**

Ms. Winquist proposed a schedule for the holidays remaining in 2010: closing at 5:00 pm on Wednesday, November 24, the evening before Thanksgiving; closing Friday and Saturday, December 24 and 25 for the Christmas holiday; and closing Friday and Saturday, December 31 and January 1, for the New Year's holiday.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to approve the holiday schedule as proposed.

**Vote:** 4 – 0 in favor

The next meeting is scheduled for September 9.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 8:30 am.

**Vote:** 4 – 0 in favor

Distributed: Director's Report, Department Reports for the Children's, Circulation, Reference, and Technical Services Departments