

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 16, 2010**

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

Staff Present: Elaine Winquist (Director), David Murphy (Head of Reference), Rose Hickey (Head of Technical Services), Nancy Denman (Head of Children's), Carol Jankowski (Head of Circulation) and Deborah Killory (Administrative Assistant)

Also Present: Brooke McDonough and Jan Schwartz

The meeting was called to order at 8:10 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the November 18, 2010 meeting were presented.

Moved by Ms. Sullivan, seconded by Mr. Britten, to approve the minutes of the November 18, 2010 meeting as presented.

Vote: 3 in favor, 2 abstentions

Chair's Report

Mr. Flynn announced Carol Jankowski has formally accepted the position of Library Director. The library budget is in good shape to date

Library Director's Report

Ms. Winquist reported that at the Town Manager's meeting, it was explained that the adjustments to the current fiscal year budget due to salary adjustments and retro pay will be included in the first article of the special meeting within the annual town meeting.

Ms. Winquist thanked the Board and said that she had always felt supported by the Trustees and knows that the new Director will receive the same support. Ms. Jankowski's training is under way. Her appointment by the Town Manager is effective on January 7, 2011. Ms. Winquist noted that the Library has good relationships with the Town.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. The Trustees were told that the young adult group Radio Faces would be on WATD performing *A Christmas Carol*, which will be broadcast on Christmas Eve.

Friends Report

Ms. Sullivan reported that the Friends have not met since the last Trustees meeting. Their next meeting is scheduled for January 5.

Ms. Mutkosi arrived at 8:20 am.

Board Vacancy

Mr. Flynn's resignation is effective at the end of this meeting. The Selectmen's Secretary will schedule the Library Trustees to meet with the Board of Selectmen to jointly approve a new Trustee to fill Mr. Flynn's seat until elections in March. The vacancy will be posted in the Clipper with letters from interested candidates to be submitted by January 11, 2011. Candidates will be interviewed at the next meeting of the Trustees on January 18, 2011 with a recommendation to be

forwarded to the Board of Selectmen so that the joint vote can take place at the January 24, 2011, meeting of the Board of Selectmen. .

Appointment of New Officers

As Mr. Flynn was Chair of the Board, his resignation required the appointment of a new Chair.

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

Vote: 6 – 0 in favor

Review of Policy: The Duxbury Free Library By-Laws

The Duxbury Free Library By-Laws were reviewed; no changes were recommended.

Long Range Planning Committee Update

Ms. Sullivan reported that the visioning meeting with the community took place in December and service responses were voted: Commons, Informational Literacy, and Current Topics and Titles. The Committee met and voted the service responses. These responses were used to fashion a new mission statement.

Mr. Flynn said that he had had great twelve and a half years as a Library Trustee. He noted that the Library has a great Board and a phenomenal staff. He urged that articles in the Clipper selling the library continue and said that PR helps to keep the library as the center of the community. The Trustees thanked Mr. Flynn for his service and presented him with a gift. The Trustees also thanked Ms. Winquist for her leadership of the library.

Upcoming Meetings

The Board set the dates for the next four meetings: Tuesday, January 18; Wednesday, February 9; Wednesday, March 9; and Wednesday, April 13.

Moved by Mr. Flynn, seconded by Ms. Harris, to adjourn the meeting at 8:48 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Departmental Reports

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