

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 15, 2006**

Members Present: Theodore Flynn (Chair), John Hill, Nancy Delano, Lynne Walsh and James Mandrell
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), Rose Hickey (Technical Services Division Head), Carol Jankowski (Circulation Division Head) and Deborah Killory (Administrative Assistant)
Also Present: Richard MacDonald, Town Manager; Donna Ryan, Co-President of the Friends of the DFL, Roz Thompson and Laney Mutkoski

The meeting was called to order at 8:10 am.

Mr. Flynn welcomed Richard MacDonald, the new Town Manager.

Minutes of previous meeting

The minutes of the January 18, 2006 meeting were presented.

Moved by Mr. Hill, seconded by Ms. Walsh, to accept the minutes of the January 18, 2006 as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported on the activities of the Town Government Study Committee and noted that no changes were recommended for the library. The committee will be recommending that the town form a finance department and hire a chief financial officer; that the personnel board be made an advisory board to the Town Manager; that the fiscal advisory committee become more involved with strategic capital planning; and that annual town meeting be moved to May, when there will be more information available for developing a budget.

Mr. Meier arrived at 8:12 am.

Mr. Flynn invited the Town Manager to speak. Mr. MacDonald thanked the trustees for inviting him to the meeting. He reported that there are two negotiating sessions scheduled with the library union. He noted that he supported the idea of postponing town meeting and of a chief financial officer. He said that he would attend meetings as often as the trustees want him to.

Director's Report

Ms. Winqvist reported that Sundays have been getting busier and that programming has been scheduled on Sundays to help bring patrons in. School outreach has been great, with eighth grade social studies and seventh grade Latin classes coming to the library for training in using resources available in the reference department.

At the November meeting, the trustees discussed beginning to examine the ten year capital needs of the library. Duxbury resident and architect Vincenzo Giambertone has had some informal discussions with Mr. Mandrell and Ms. Winqvist and has expressed a willingness to help in this effort. Ms. Winqvist has been reviewing the post-occupancy plan put together by staff members and said that everything that is doable at this time has been done. She has reached out to Hedges, Inc. for help with the exterior of the building. Mr. Flynn suggested that group meetings be scheduled to work on this project. He would like to be a part of the group and suggested that copies of the post-occupancy evaluations be distributed to trustees. Mr. MacDonald remarked that the timing of this project is excellent. He feels that the town has been good at building but poor at maintaining buildings. He plans to work on five year maintenance goals and will work with Ms. Winqvist and the trustees as they wish.

Ms. Winqvist reminded the trustees of the Inc. Board meeting scheduled at the end of the month to discuss their role in capital planning; Inc. has expressed interest in a capital campaign to support some of the goals.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Mr. Meier complimented Mr. Murphy and Ms. Snoeyenbos on their work with classes to support research projects;

he attended a session last year and was impressed with the job they did.

Mr. Hill asked how the staff was getting on without a technology person on staff. Ms. Winquist said it has been difficult. She has to spend a lot of her time dealing with problems with computer problems; there are more than fifty computer systems in the building now. She is anxious to restore the tech position. There are capital funds available to replace some old computers in the reference area, but not the manpower to install them.

Friends Report

Ms. Ryan reported that the membership drive has raised \$19,000. They have contributed \$1,300 for a defibrillator, \$1,000 for re-upholstering in the children's room and \$7,000 for the lease of the staff copier. They have submitted essays to an upcoming book *Libraries We Love*. The Friends have been preparing for the March 25 fundraising gala, which will be black tie optional. Music will be provided by the High School clarinet quartet and jazz ensemble, as well as by Pete Collins. There will be 14 community baskets for auction and they are hoping that 300 will attend.

Library Budgets

Ms. Winquist will be meeting with the finance committee on February 16. An initial meeting with a subcommittee went well. The trustees had asked her for the cost of restoring a full day of service on Mondays; she said it would be approximately \$20,000.

Policy Reviews

Four policies were presented for review: Use of the Library; Patron Records; Unsupervised Children; and Internet Safety. Ms. Winquist had no recommendations for changes to these policies.

Moved by Mr. Hill, seconded by Ms. Walsh, to approve the Use of the Library Policy, Patron Record Policy, Unsupervised Children Policy and Internet Safety Policy without amendment.

Vote: 6 – 0 in favor

Business Hours

The Friends of the Library gala will be held at 6:30 in the evening on Saturday, March 25 and will utilize the entire library. Ms. Winquist would like to close the library to the noon on that day and have the staff stay on to work their regular schedules setting up for the event. Volunteers will clean up on Sunday morning, so that the library will be ready to open at its normal time that day. The trustees asked that she be sure that the fact that the library is closing early and the reason for it be well publicized in advance.

Moved by Mr. Mandrell, seconded by Mr. Meier, to close the library at noon on Saturday, March 25, as requested by the director.

Vote: 6 – 0 in favor

Following adjournment, Ms. Winquist will take the trustees on their annual tour of the facility.

Moved by Mr. Hill, seconded by Mr. Meier, to adjourn the meeting at 8:42 am.

Vote: 6 – 0 in favor