

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MARCH 8, 2006**

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, Lynne Walsh and James Mandrell
Staff Present: Elaine Winquist (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)

The meeting was convened at 8:10 am in the Setter Room at the Duxbury Free Library and was voted into executive session at 8:11 am. The meeting was roll called out of executive session at 8:19 am and the regular session was called to order at 8:20 am.

Minutes of previous meeting

The minutes of the February 15, 2006 meeting were presented.

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

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported on the activities of the Town Government Study Committee, which is seeking to change the town by-laws to reflect the way the town currently operates, as well as proposing some changes in the structure of financial administration of the town.

Director's Report

Ms. Winquist reported that Mr. Hill and Ms. Walsh had joined her in presenting the proposed FY07 library budget to the full finance committee. The budget was positively received, but no vote was taken at that time because of a typographical error in the version of the budget in the hands of the finance committee. She reminded the trustees that library gas bills from last year would be on the list of unpaid bills from FY05 at the Annual Town Meeting. The Inc. Board canceled its February 25 meeting; the next meeting is scheduled for May 6. Mr. Flynn commented that this would allow time for the library to get a handle on future capital needs. The Building Advisory Committee, consisting of Mr. Flynn, Mr. Mandrell, Ms. Winquist, Tom Daly (Public Works Director), Deborah Bornheimer of the Inc. Board, a member of the Friends of the Library and architect Vincent Giambertone, will work on this.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Mr. Meier asked how the meeting with the high school department heads had gone. Mr. Murphy said that attendance at the meeting was poor, but that he and Ms. Snoeyenbos will be invited to a social studies department meeting.

Friends Report

Mr. Mandrell reported that the Friends are very involved in working on the March 25 gala. They asked that the trustees buy tickets and sell them to their friends. The trustees suggested that the Friends sell tickets outside of Town Meeting. There were at least eighty-seven "best friends" this year and the books honoring them have been on display in the library.

Annual Town Meeting

The Town Manager has asked department heads with their boards to sit together in a designated area. Mr. Flynn asked Ms. Winquist to have available the cost of restoring the Monday morning shift

Policy Reviews

Four policies were presented for review: Library Collection Space; Friends of the Library; Library Program; and Library Volunteers. Ms. Winquist had no recommendations for changes to these policies.

The trustees proposed no changes to the Friends of the Library Policy. Some changes in language in the Library Collection Space Policy to give the library director discretion in the duration of collection displays were proposed. In the Library Program Policy, the trustees proposed to add a bullet to the criteria for programs concerning promotion of appreciation of non-print media and to revise the sentence concerning passing on expenses. A change in the wording of the final sentence of the Library Volunteer Policy was proposed. The vote on the four policies will take place at the next meeting.

Acknowledgement of Lynne Walsh

This was the last meeting for Ms. Walsh as a trustee. Mr. Flynn thanked her for her fifteen years of service. Ms. Winquist asked her to select a title for the collection to be purchased in her honor. Ms. Walsh described some of the challenges of her tenure as a trustee and said how much she had enjoyed working with and for the library. A coffee for Ms. Walsh was scheduled to follow adjournment of the meeting.

Moved by Mr. Meier, seconded by Mr. Mandrell, to adjourn the meeting at 9:02 am.

Vote: 6 – 0 in favor