

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 19, 2006**

Members Present: Theodore Flynn (Chair), Carl Meier, John Hill, Nancy Delano and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), Carol Jankowski (Circulation Division Head) and Deborah Killory (Administrative Assistant)

The meeting was convened at 8:03 am in the Setter Room at the Duxbury Free Library and was voted into executive session at 8:04 am. The meeting was roll called out of executive session at 8:09 am and the regular session was called to order at 8:10 am. Mr. Mandrell had arrived during the executive session.

Annual Meeting

Moved by Mr. Hill, seconded by Mr. Meier, to nominate Mr. Flynn as Chair of the Board of Trustees.

Vote: 6 – 0 in favor

Moved by Mr. Hill, seconded by Mr. Mandrell, to nominate Mr. Meier as Vice-Chair of the Board of Trustees.

Vote: 6 – 0 in favor

Moved by Mr. Hill, seconded by Mr. Meier, to nominate Ms. Mutkoski as Secretary of the Board of Trustees.

Vote: 6 – 0 in favor

Mr. Flynn appointed new board member Elaine Mutkoski to serve with current liaison Mr. Mandrell as liaison to the Friends.

Minutes of previous meeting

The minutes of the March 8, 2006 meeting were presented. A typographical error was corrected.

Moved by Mr. Mandrell, seconded by Mr. Hill, to accept the minutes of the March 8, 2006 as amended.

Vote: 6 – 0 in favor

The minutes of the executive session of March 8, 2006 were presented.

Moved by Mr. Meier, seconded by Mr. Mandrell, to accept the minutes of the March 8, 2006 executive session as presented.

Vote: 6 – 0 in favor

Chair's Report

Mr. Flynn said that the library had been as successful as could be expected with its budget this year. Ms. Winquist reminded the trustees that the Inc. Board had provided \$16,000 to fund periodicals in the FY07 so that an equivalent amount could be transferred from the expense side of the library's municipal budget to the personnel side to fund a non-benefit technological librarian position. She also said that she will be posting the position of Division Head of Technical Services within the building with the intention of appointing Rose Hickey, who has been acting in this capacity, as permanent Head of the Division.

Director's Report

Ms. Winquist reported that most of March had been taken up with preparations for the Friends gala and the annual PLA conference that was in Boston this year. The gala went extremely well from preparation through clean up. Inc. funds were used to allow ten staff members to attend the conference. She spotlighted Ms. Snoeyenbos' Young Adult report for March, which described the many activities her group of teens were involved in the last month, including publishing the first issue of a literary magazine and helping out at the Friends gala.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Ms. Denman described the upcoming summer program entitled "From Bay to Bayou". The Duxbury Free Library has adopted the Cameron Parish Library, which was destroyed by hurricanes. The DFL has adopted a mascot for the project, an alligator named Louis Z. Ana. The DFL hopes to involve library patrons and the community at large in raising funds to help rebuild the Louisiana library.

Friends Report

Mr. Mandrell reported that the Friends gala raised about \$17,000 for the library. Mr. Flynn commented that the event was extremely well done. Mr. Mandrell suggested that thank you letters be sent to the Friends subcommittee heads and the teenage Bookmarks. Ms. Denman had attended the April meeting and said that the Friends intend to fund a \$500 scholarship for a Duxbury High School senior and will be working with Ms. Snoeybos on criteria.

By-Laws and Policies

The By-Laws and four policies were reviewed at previous meetings, with action scheduled for this meeting.

Moved by Mr. Mandrell, seconded by Mr. Hill to approve the Duxbury Free Library By-Laws with the amendments proposed at the January 18, 2006 meeting.

Vote: 6 – 0 in favor

Moved by Mr. Meier, seconded by Mr. Mandrell to approve the Library Collection Space Policy with the amendments proposed at the March 19, 2006 meeting.

Vote: 6 – 0 in favor

Moved by Mr. Meier, seconded by Mr. Hill to approve the Friends of the Library Policy as presented.

Vote: 6 – 0 in favor

Moved by Mr. Meier, seconded by Mr. Mandrell to approve the Library Program Policy with the amendments proposed at the March 19, 2006 meeting.

Vote: 6 – 0 in favor

Moved by Mr. Mandrell, seconded by Mr. Meier to approve the Library Volunteer Policy with the amendments proposed at the March 19, 2006 meeting.

Vote: 6 – 0 in favor

Building Advisory Committee

Mr. Mandrell will schedule a meeting of the Building Advisory Committee before the Inc. Board meeting, preferably on Saturday, April 22.

Director Evaluation

Copies of the Library Director's Job Description and the evaluation tool were distributed to trustees. Ms. Winquist reported that the town manager is looking at evaluation and compensation of town management personnel and intends to develop a new tool for that purpose. Mr. Flynn will set up a meeting with Mr. MacDonald to discuss the process. In the meantime, the trustees will fill out the existing evaluation form and mail to Mr. Hill in one week's time. Mr. Mandrell would like to have library management salaries addressed relative to other salaries in town, so that they begin to reflect the quality and professionalism of the staff.

Annual Policy Review

Three additional policies were presented for annual review: the Display/Exhibit Policy; the Meeting Room Use Policy and the Customer Service Policy. Ms. Winquist recommended no changes. The question as to whether there should be limitations on content of exhibits was raised; it was decided that the current policy, giving the director discretion, should be continued. The request for reconsideration section of both the Display/Exhibit and Meeting Room Use Policy was amended to set the vote on appeals of the director's decision as no later than at the next meeting. Mr. Meier noted that the mission statement in the Customer Service Policy needed to be updated. A correction of a missed word in the Meeting Room fees was made.

Meetings are scheduled for Wednesdays through the summer: May 17; June 21 and August 2. Additional meetings were scheduled for Thursdays in the fall: September 14; October 12; November 16; and December 14.

Ms. Winquist asked that the trustees consider closing for both Thursday and Friday, November 11 and 12, for Veterans Day, since town hall will be closed on Friday and Saturday will be the actual holiday.

Moved by Mandrell, seconded by Mr. Meier, to close the library on both November 11 and 12 in honor of Veterans Day, as requested by the Library Director.

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

Vote: 6 – 0 in favor