

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

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, John Hill and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Rose Hickey
(Technical Services Division Head) and Deborah Killory (Administrative Assistant)

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

Minutes of previous meeting

The minutes of the June 20, 2006 meeting were presented. An error was corrected.

Moved by Mr. Meier, seconded by Ms. Mutkoski, to accept the minutes of June 20, 2006 as amended.

Vote: 5 – 0 in favor

The minutes of the executive session of May 17, 2006 meeting were presented. A typographical error was corrected.

Moved by Mr. Hill, seconded by Mr. Meier, to accept the minutes of the May 17, 2006 executive session as amended.

Vote: 5 – 0 in favor

The minutes of the executive session of April 19, 2006 were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to accept the minutes of the April 19, 2006 executive session as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported that he had received a call from the Town Manager singing the praises of the Library Director and letting the Board of Trustees know that he was working to correct her salary level.

Director's Report

Ms. Winquist noted that June and July to date have been wonderful months at the library with lots of activities. She reported that she met with the Town Manager and the Finance Director who are working on developing a capital planning process. She still had not received a written copy of the final SEIU contract.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Mr. Meier proposed that the Trustees send a letter of congratulation to YA librarian Ellen Snoeyenbos and her Bookmark group, who received first prize for their float at the Fourth of July parade as well as the Margery Parcher Award. Ms. Mutkoski, as the Board's secretary, will send the letter.

Friends Report

There was no July meeting of the Friends of the Library. Their next meeting will be August 2.

Annual Policy Review

The Display of Art Policy was reviewed at the June meeting, one deletion was proposed.

Moved by Mr. Meier, seconded by Mr. Hill to approve the Display of Art Policy with the amendment proposed at the June 20, 2006 meeting.

Vote: 5 – 0 in favor

The Display of Art in the Bumpus Gallery Policy was reviewed at the June meeting with no changes proposed.

Moved by Mr. Meier, seconded by Ms. Mutkoski to approve the Display of Art in the Bumpus Gallery Policy.

Vote: 5 – 0 in favor

The Gift Policy was reviewed at the June meeting with no changes proposed.

Moved by Mr. Meier, seconded by Mr. Hill to approve the Gift Policy.

Vote: 5 – 0 in favor

Building Advisory Group

A first meeting of the Building Advisory Group took place on June 29. The group is looking at building needs for the library, focusing on the entrances and exits, areas which have grown and need more space and the circulation area, keeping in mind the building systems, especially the HVAC, in proposing changes. The Trustees agreed that it was important to maintain the focus of the group on assessing building needs, not asking for money to fund them. Ms. Winquist noted that given the current budget climate, any proposed changes would probably have to be funded by the incorporated board.

Holiday Schedule

Ms. Winquist discussed the building schedule for the holidays for the rest of 2006. At a previous meeting, the Trustees had approved closing the building on both Friday, November 10 and Saturday, November 11, 2006 for the Veterans Day Holiday. At this meeting she requested that the Trustees continue the policy of closing the building at 5:00 on the Wednesday before Thanksgiving. She also requested that as both Christmas and New Years are Monday holidays this year, the building be closed on both Christmas Eve and New Years Eve as both are Sundays this year.

Moved by Mr. Hill, seconded by Mr. Meier, to approve the holiday building schedule as proposed by the library director.

Vote: 5 – 0 in favor

Proposed Long Range Plan Action Plan for FY07

Ms. Winquist presented a proposal for FY07 activities under the Library's Long Range Plan. Some building issues have been moved to the advisory group. Mr. Meier suggested that under Goal G.2, the first activity be modified to specifically ask for restoration of the technological librarian position to full time. The feasibility of restoring pages in FY08 was also added.

Mr. Meier commented that the activities were thorough, to the point and measurable.

Town's Capital Planning Process

Under new Finance Director John Madden, the town is implementing a capital planning process. At the end of June, each Town Department was asked to fill out forms laying out planned capital requests for the next 10 fiscal years. For FY08, Ms. Winquist listed two requests, \$2,500 to keep the HVAC system upgraded and about \$9,000 for an integrated access system that would manage time, printing and content on the public use computers, which includes the option of charging printing costs to the library card. Ms. Winquist said that she had a philosophical discussion with Mr. Madden about where computers should fit into the process. At one time, these were considered a capital expense, but she feels that they should now be regarded as office supplies. Mr. Meier commented that this was a useful exercise.

The next meeting will be on Thursday, September 14 at 8:00 am.

Moved by Mr. Hill, seconded by Mr. Meier, to adjourn the meeting at 8:37 am.

Vote: 5 – 0 in favor