

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
SEPTEMBER 14, 2006**

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, John Hill, James Mandrell and Elane Mutkoski  
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Rose Hickey (Technical Services Division Head), Carol Jankowski (Circulation Division Head) and Deborah Killory (Administrative Assistant)  
Also present: Richard MacDonald, Town Manager

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

**Minutes of previous meeting**

The minutes of the July 19, 2006 meeting were presented. An error was corrected.

**Moved** by Mr. Hill, seconded by Mr. Mandrell, to accept the minutes of July 19, 2006 as amended.

**Vote:** 6 – 0 in favor

**Chair's Report**

Mr. Flynn reported that all was quiet and deferred to Ms. Winquist.

**Director's Report**

Ms. Winquist reported that it had been a busy, productive and fun summer. Approximately \$5,000 was raised in the Bay to Bayou effort. Over 800 children signed up for the summer reading program; 276 finished four weeks of reading and 400 finished one week of reading. A useful campus council meeting took place before the opening of school and was attended by the campus building administrators, the police chief, the fire chief and the town manager. School opening has been quiet to date.

Ms. Winquist is serving on the Board of Library Commissioners committee that is reviewing the state aid process. She and many of the committee members do not feel that the current state reports reflect library service of today and will review the process and suggest revisions. The emphasis of the reports needs to change to reflect technology, programs, electronic resources and staff as well as books.

**Departmental Reports**

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed.

**Friends Report**

Ms. Mutkoski attended the Friends meeting and reported that as a result of their fund raising the Friends have money that they would like to spend on some durable items. One project being discussed is a covered area with a bench outside the campus door where children can wait for their parents. They gave the Director \$15,000 for library materials to be deposited with the town in Fund 26. Ms. Winquist reported that she had received a letter from the state concerning \$250,000 available as matching funds for donations received by public libraries. The donation of the Friends would qualify for this program. It was suggested that an article be written for the Clipper concerning the Friends donation and its eligibility for matching funds. Ms. Winquist will draft an article for the Friends to submit to the newspaper. Ms. Mutkoski noted that Donna Ryan will be leaving the Friends board.

### **Building Advisory Group**

Ms. Winquist and Mr. Mandrell went to see the Falmouth library building project and said that the trip had been useful. It was noted that it is important for the DFL to continue its emphasis on technology and to maintain the tech position.

In preparation for the next meeting, Ms. Winquist will be meeting with staff to prioritize the needs for the building. Once the priorities are set, it will then be important for the group to meet with the Trustees, Friends and the Inc. Board to develop a consensus. It was again emphasized that the focus of this committee is on the physical plant and not fundraising. The next meeting will be scheduled when the Director has results from the meeting with staff.

### **FY08 Operating Budget Process**

Mr. Flynn welcomed the Town Manager. Ms. Winquist reported that the proposed budget she distributed was based on level services. She thanked the administrative assistant for her work in projecting the personnel budget to reflect the increases under the union contract. There will be special town meeting on November 13, 2006; the library union contract will be on the agenda. He was pleased that adjustments in health insurance, including increases in co-payments, were generally being agreed to by unions. He thanked the staff of the library, including the union negotiators, for their performance in the negotiation process for the contract.

Mr. MacDonald also noted that he is reviewing the Personnel By-Law for both the verbiage and for compensation in relation to other towns and is meeting with the Personnel Board frequently while this process is underway. Heads of the town buildings have been meeting every two months and Ms. Winquist noted that these meetings are very beneficial in allowing the sharing of ideas, standardization of vendors and reduction in costs. Siemens is now doing the fire monitoring for all of the town buildings and the first fire and smoke detector testing was done on the library.

Mr. MacDonald noted that he is asking the garden club to do planting at the five entrances to town and is looking into ideas for welcome signs. He would like to increase the stabilization fund and the new Town Financial Director is giving this a hard look. An Alternative Energy Committee has been formed and monitoring of gasoline usage is in place. He has given his goals to the selectmen.

The library's technology position will remain at sixteen hours per week for next year. Contracts with electrical and gas companies have helped with budget projections for next fiscal year. Ms. Winquist noted that she has been beefing up the book budget so that the library is less dependent on donations to meet state requirements. Mr. MacDonald said that he must have the budget to the Selectmen by December 19 and is targeting the end of October to have the budget together.

The next meeting will be on Thursday, October 12 at 8:00 am.

**Moved** by Mr. Hill, seconded by Mr. Mandrell, to adjourn the meeting at 8:47 am.

**Vote:** 6 – 0 in favor