

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
OCTOBER 12, 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 8:08 am.

**Minutes of previous meeting**

The minutes of the September 14, 2006 meeting were presented. An error was corrected.

**Moved** by Mr. Meier, seconded by Mr. Hill, to accept the minutes of September 14, 2006 as amended.

**Vote:** 5 – 0 in favor

**Chair's Report**

Mr. Flynn reported that he had nothing new and deferred to Ms. Winquist.

**Director's Report**

Ms. Winquist reported that the school year is off to a quiet start. Mr. Murphy said that some of the credit for the improvement in middle school behavior should go to the principal of the school, Mr. Knight, who had invited Mr. Murphy to speak at parent night at the school.

Ms. Winquist noted that the library issues committee, formed under the SEIU contract was working well.

**Departmental Reports**

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Mr. Meier commented on Ms. Denman's report for the children's department concerning the elimination of one school librarian position at the elementary school level. Concern was expressed about maintaining the distinction between school librarians and public librarians; the Duxbury Free Library will continue to provide support to the schools but not take on the role of the school librarian.

**Friends Report**

Ms. Mutkoski attended the Friends meeting and reported that there had been some confusion about an email sent out by Laura Sullivan about the possibility of serving wine and cheese at the Hot Reads and Hidden Treasures program. The email was sent to some but not all of the trustees and the Friends board and to some people not on either board. The ideas of serving wine has been withdrawn.

The annual meeting of the Friends board will take place on November 2 and the membership drive will take place soon. Ms. Winquist noted that there would be a big changeover in the Friends board at the annual meeting. Both Ms. Ryan and Ms. McDonough will be stepping down as co-presidents and Ms. Ryan will be leaving the board. There will be a new treasurer and Ms. Sullivan has been nominated as president, Ms. Dame as vice president.

**FY08 Budget**

Ms. Winquist reported that she had met with the Town Manager and the Finance Director on September 22 and the budget was reviewed line by line. No changes were suggested. In the FY07 budget, Inc. had given the library \$16,000 for periodicals to offset the cost of hiring a technical services librarian. The director was asked to try to find money from alternative sources to cover periodicals

again in FY08, but was assured that money will be transferred from the reserve fund to cover any shortfall.

Ms. Winquist noted that Mr. Madden is eliminating some lines that have not been funded for several years and combining some related lines in the operating budget. An additional \$5,000 has been added to the budget for fire panel upkeep. A proposal has been made that all building maintenance should be put in one town line.

**Moved** by Mr. Meier, seconded by Mr. Hill, to approve the budget presented by the library director.

**Vote:** 5 – 0 in favor

### **Friends events**

In light of the discussion at the Friends meeting about serving wine at a library program, Ms. Winquist suggested that the Trustees look at the general issue of serving alcohol at programs in the library. She noted that a request for a one-day liquor license requires a process and must go through the Board of Selectmen, which reviews the event and the audience. A certified bar tender and a certificate of insurance naming the town is required. The Secretary to the Board of Selectmen obtains required letters from the fire chief, police chief and building inspector. Mr. Flynn noted that he feels that alcohol in the library should only be allowed for a library sponsored event. Ms. Winquist suggested that there should be a statement in the meeting room policy concerning alcohol in the library. Mr. Meier expressed concern that as it now stands, someone could go to the selectmen for a permit without receiving permission from the library.

Ms. Winquist was asked to draft a policy on the use of alcohol at functions in the library. It is important that the library policy refers to the town policy on alcohol and that it specifies that alcohol will only be allowed in the library at functions sponsored by the library and must be approved at the library before being submitted to the selectmen. The policy should be reviewed by the Town Manager, the Selectmen and Town Counsel.

The Trustees congratulated their colleague Nancy Delano on her 82<sup>nd</sup> birthday.

The next meeting will be on Thursday, November 16 at 8:00 am.

**Moved** by Mr. Hill, seconded by Mr. Meier, to adjourn the meeting at 8:40 am.

**Vote:** 5 – 0 in favor