

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
NOVEMBER 16, 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), Carol Jankowski (Circulation Division Head), Nancy Denman (Children's Division Head) and Deborah Killory (Administrative Assistant)
Also Present: Laura Sullivan, President of the Friends of the DFL

The meeting was called to order at 8:07 am.

Minutes of previous meeting

The minutes of the October 12, 2006 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to accept the minutes of October 12, 2006 as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported that the Inc. Board had held their semi-annual meeting and has given the library \$30,000 toward an irrigation system. He also noted that the Special Town Meeting had approved funding the union contract for library employees.

Director's Report

Ms. Winquist reported that Sunday openings are underway at the library. She lauded Carol Jankowski as Program Director; her Sunday Salon Series has been highly successful. She noted that it has been a pleasure to work with the Friends of the DFL; there are four new members on the board following their annual meeting.

The Director expressed concern about video recording that had occurred at the library via a cell phone. Generally, when a public program is going on, there is implicit permission to photograph as there is no expectation of privacy; filming children requires permission of the parents. Ms Winquist said that this is an issue that other directors are also grappling with and she would like to deal with this issue through either a procedure or by adding a section to the Use of Building Policy. Mr. Hill suggested that she continue to discuss the matter with other directors and come back to the trustees with a recommendation, which the trustees will back.

Ms. Delano said to be sure to convey to the staff that the trustees support them in dealing with disruptive behavior. Ms. Jankowski differentiated between the issue of privacy and disruptive behavior. Mr. Meier suggested that Ms. Winquist look into the legal aspects of recording, both video and audio. Mr. Hill pointed out that it is already illegal to audiotape without permission. Ms. Winquist will continue to research this issue and come back next month with more information.

Ms. Winquist reported that there is philosophical discussion going on within OCLN concerning network policies vs. autonomy of individual libraries. The network is moving toward more network-wide sharing of resources.

Departmental Reports

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

Friends Report

Mr. Flynn welcomed Laura Sullivan and congratulated her on her election as the new president of the Friends of the DFL. Ms. Sullivan said that there will be a different representative of the Friends at each Trustees meeting. She said that the main focus in fundraising will be lithographs of the Anna Conway mural in the children's room.

Meeting Room Policy

Following the discussion at last month's meeting concerning use of alcohol in the library, Ms. Winquist has proposed a new section for the meeting room policy as follows:

The serving of alcoholic beverages during an event is permitted only at functions sponsored by the Library or its fund-raising affiliate organizations. Any application must meet the requirements of the Board of Selectmen Manual Section 4, and be approved by the Board of Library Trustees before an application is submitted to the Selectmen.

Ms. Winquist has given a copy to the Town Manager and to Town Counsel for review, but has no response to date.

Moved by Mr. Hill, seconded by Mr. Meier, to approve the addition to the Meeting Room Policy, subject to review by the Town Manager, the Board of Selectmen and Town Counsel.

Vote: 5 – 0 in favor

Decertification and Public Libraries

The town of Randolph has not funded its sufficiently for libraries to be open enough hours to meet state requirements and will lose its state certification on January 1. The town hopes to pass an override between January and June to fund the additional hours. Decertification lasts for the entire year; the Randolph library director has asked for leniency if the override is passed. It is the decision of each Board of Library Trustees whether to service patrons of decertified libraries. The network must decide whether holds may be placed for Randolph patrons.

Superintendent of Schools Screening Committee

Ms. Winquist thanked the trustees for writing a letter requesting that she serve on the search committee for the new superintendent of schools. She has not had a response to date. Mr. Flynn will contact the Chairman of the School Committee.

The trustees were reminded that the volunteer appreciation luncheon is on Friday, November 17.

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

Moved by Mr. Hill, seconded by Mr. Meier, to adjourn the meeting at 8:48 am.

Vote: 5 – 0 in favor