

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JANUARY 18, 2007**

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, John Hill, and Elane Mutkoski
Staff Present: Elaine Winqvist (Director), Nancy Denman (Children's Division Head), Carol Jankowski (Circulation 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 December 14, 2006 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to accept the minutes of December 14, 2006 as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported that the School Superintendent Search Committee will be reviewing applications, determining the group to be interviewed and then recommend three to five candidates to the School Committee. Ms. Mutkoski asked if he had spoken with George Cipoletti to determine whether he had received the letter the Board of Library Trustees had addressed to the School Committee, recommending that the Library Director be appointed to the search committee. Mr. Flynn told the trustees that Mr. Cipoletti said that he had received the letter.

Director's Report

Ms. Winqvist noted that the new high school council is a dynamic group. She reported that the irrigation project is underway; the well is in place and electrical controls have been installed. Denise Garvin, the library associate in the Tech Services department, has been promoted to the part-time librarian position in the same department. The library associate position has been posted.

Ms. Winqvist and Mr. Hill met with a subcommittee of the Finance Committee to discuss the library's FY08 budget. Mr. Hill observed that the director made an effective presentation and no further cuts were discussed. Periodicals will have to again be funded from other sources. Mr. Flynn said that the library should have a plan for dealing with budget cuts.

Ms. Winqvist said that the library is officially considered a shelter; in an emergency, the lower level would be commandeered.

Departmental Reports

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

Friends Report

Ms. Winqvist reported on the Friends meeting. She said that there had been a request to the Friends from a Duxbury parent to fund a talk by an author. This led to a discussion of the mission of the Friends, which they agreed was to support the public library. Laura Sullivan, president of the Friends, would like the library trustees to amend their Friends of the Library Policy to state that requests for funding by the Friends should be channeled through the Library Director. The Friends will revise their by-law to include the same requirement.

Decertification of a Library

The Randolph public library is now de-certified. The Randolph library director has asked local boards of library trustees to write to his board and tell them that there will be no service to Randolph library patrons after July 1 if Randolph does not pass an override. Ms. Winqvist has polled the library directors in the OCLN network on how they are handling this situation. Of the twenty-eight libraries (26 public libraries), fourteen responded; seven will deny service beginning July 1, while seven have decided to wait and see what happens. Two of the adjoining towns have already voted to deny services beginning July 1. Ms. Winqvist would like the trustees to wait and see what happens. She noted that only the Town of Cohasset has a policy on handling a decertified library. Mr. Meier and Mr. Hill felt that a policy should be drafted, rather than making a decision on a case-by-

case basis. Ms. Jankowski observed that there are well-known issues with the Randolph library and that its patrons are underserved. Mr. Flynn noted that there were three levels to be considered: the personal level – concern for the patrons; the technical level – the library doesn't want to expend money and energy to cut off services; and the legal level - support of the state in decertifying a library. Ms. Winquist will draft a policy for the trustees to review at the next meeting. The trustees also asked her to give them a sense of the technical practicality of cutting services to patrons of a decertified library.

Twelve Month Trustee Agenda

Ms. Winquist presented a revised twelve month trustee agenda to reflect changes that have occurred.

Evaluation of Board Operations

Ms. Mutkoski had some information from a Board Development Workshop presented by SEMLS that suggested that boards annually evaluate their operations and provided the means for doing it. The information will be copied and mailed out to the trustees; this item will be on the February agenda after all have had a chance to review it.

DFL By-Laws

Some changes in wording were made to the By-Law. A vote will be taken at the next meeting.

The next meeting is scheduled for Tuesday, February 13.

Moved by Mr. Hill, seconded by Mr. Meier, to adjourn the meeting at 9:08 am.

Vote: 5 – 0 in favor