

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 13, 2007**

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, John Hill, and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), Rose Hickey (Technical Services Division Head) and Deborah Killory (Administrative Assistant)
Also Present: Amy Rusinak, candidate for Library Trustee

The meeting was called to order at 8:08 am.

Minutes of previous meeting

The minutes of the January 18, 2007 meeting were presented. Typographical errors were corrected.

Moved by Mr. Hill, seconded by Ms. Mukoski, to accept the minutes of January 18, 2007 as amended.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn deferred to the Library Director

Director's Report

Ms. Winquist reported that usage is picking up, as it always does at this time of year. Additional internet stations have been added to the reference area. Mr. Murphy and Ms. Snoeyenbos have been doing a wonderful job on outreach to the schools. Interviewing is ongoing for the vacant library associate position in tech services.

Mr. Mandrell arrived at 8:12 am.

Ms. Winquist reported that the quote she had received for repair of a slow leak at the juncture of two pipes above the reference office is very high. She is seeking a second quote. The Finance Director has suggested the possibility of applying for a reserve fund transfer to help pay for this repair. The Trustees urged her to try and get the repair done during this fiscal year. She noted that there was no mold or mildew found on inspection of the area.

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed. Ms. Hickey noted that Denise Garvin is doing really well at her new position in tech services. Mr. Murphy observed that the new high school librarian has worked well with the reference department, letting the library know about class assignments in a timely manner.

Friends Report

Ms. Winquist reported on the Friends meeting. Ms. Hickey had spoken to the Friends about materials selection; this year's best friends donations will be used for DVDs. Ms. Denman presented her summer reading program cost proposal. The Friends are moving ahead with plans for their next gala on November 3, which will include a reception for Anna Conway and John Hodany painter of the mural in the children's picture book room and will take place on the main level. The theme of the summer reading program this year is musical: Catch the Beat at Your Library.

Policy on Libraries without Certification

Ms. Winquist updated the trustees on the situation with the Randolph Library, which was not certified by the Board of Library Commissioners for 2007; most OCLN libraries are waiting until July 1, 2007 before denying privileges, although the library trustees in the contiguous communities have voted to deny services to Randolph patrons. As requested by the Trustees at the last meeting, Ms. Winquist presented a draft policy on libraries without certification. The policy was reviewed and some amendments were made; the Trustees will vote on the policy at the next meeting. Ms. Winquist will draft a letter to the Randolph Board of Library

Trustees to be reviewed at the next meeting, the letter will inform them of the Duxbury Policy on Non-Certified Libraries. The will be sent to the Randolph board with a copy of the policy following approval at the next meeting.

Evaluation of Board Operations

The Trustees agreed that the material that was distributed concerning board operations was worthwhile. Mr. Mandrell suggested that the Trustees schedule an extra meeting to evaluate board operations; this meeting/retreat was scheduled for April 3. It was agreed that the board evaluation forms will be filled out and mailed by February 20 to Mr. Meier, who will collate them. It was also agreed to schedule a refresher on the open meeting law, particularly in regards to the use of email, at the next meeting. The Trustees discussed the amount of the library budget that goes to support of the schools, in terms of both materials and labor.

DFL By-Laws

Revisions to the Duxbury Free Library By-Laws proposed at the last meeting were reviewed.

Moved by Mr. Meier, seconded by Mr. Mandrell, to approve the Duxbury Free Library By-Laws as presented.

Vote: 6 – 0 in favor

Friends of the Library Policy

At the last meeting, some modifications were discussed for the Friends of the Duxbury Free Library Policy; these changes were reviewed. An additional minor change in wording was proposed.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to approve the Friends of Duxbury Free Library Policy as amended.

Vote: 6 – 0 in favor

Building Advisory Group

The Trustees discussed whether they should press forward with prioritizing building changes in the current financial climate. It was decided that the discussion should continue. The Director will send the prioritized list she has put together from discussions with the staff to Mr. Mandrell. The Building Advisory Group will attempt to schedule a meeting before the next Trustees meeting in March; a discussion will be on the agenda of the March meeting. A discussion of building issues will be included in the Trustees retreat scheduled for April 3; Ms. Winquist will also attend the meeting.

The regular Trustees meeting in April, originally scheduled for April 17, was changed to April 10 at the request of the Director.

The Trustees annual tour of the library, conducted by the Director, was to take place following the adjournment of the meeting. The next meeting is scheduled for March 13.

Moved by Mr. Meier, seconded by Ms. Mutkoski, to adjourn the meeting at 9:25.

Vote: 6 – 0 in favor