

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

Members Present: Theodore Flynn (Chair), Carl Meier, Nancy Delano, John Hill, James Mandrell and Elane Mutkoski
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Division Head), Nancy Denman (Children's Division Head), Carol Jankowski (Circulation Division Head) and Deborah Killory (Administrative Assistant)
Also Present: Amy Rusinak, candidate for Library Trustee

The meeting was called to order at 8:02 am.

Minutes of previous meeting

The minutes of the February 13, 2007 meeting were presented. A typographical error was corrected.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the minutes of February 13, 2007 as amended.

Vote: 6 – 0 in favor

Chair's Report

Mr. Flynn reported on Annual Town Meeting, which was completed late in the evening on Monday March 12. The Town Manager made an excellent budget presentation with a good overview of the future. He also reported that Sue Skeiber was appointed Superintendent School by a 3 – 2 vote.

The Trustees thanked Mr. Meier for compiling the evaluations of board functions. The date of the Trustees retreat was changed from April 3 to Tuesday, March 27 at 8:00 am. Some of the points in the evaluation were discussed, including orientation to the board, the possibility of having a staff member from the Board of Library Commissioners come and speak to the Trustees on state and federal law relative to libraries, subcommittees, and developing a relationship with state representatives.

Director's Report

Ms. Winqvist referred to her monthly report and commented on the chair's excellent moderation of "School Budget 101"

Departmental Reports

Reports of the Circulation, Children's, Reference and Technical Services Departments were distributed; it was reported that the update of the SIRSI system went smoothly.

Friends Report

Mr. Hill attended the Friends meeting and was impressed with the energy of the group and their fundraising ability. They have \$44,000 on hand and are working hard on the cocktail reception scheduled for Saturday, November 3.

Policy Review: Collection Space Policy and Posting of Free Materials Policy

There were no proposed changes to either the Collection Space Policy or the Posting of Free Materials Policy.

Moved by Mr. Mandrell, seconded by Mr. Hill, to accept the Collection Space Policy as it stands.

Vote: 6 – 0 in favor

Moved by Mr. Meier, seconded by Mr. Mandrell, to accept the Posting of Free Materials Policy as it stands.

Vote: 6 – 0 in favor

Policy on Libraries without Certification

The Noncertified Library Policy was presented with the amendments that were proposed at the last meeting.

Moved by Mr. Mandrell, seconded by Mr. Meier to accept the revised Noncertified Library Policy.

Vote: 6 – 0 in favor

Ms. Winquist presented the letter she had drafted for the Trustees to the Randolph Board of Library Trustees, advising them of the Duxbury Free Library's Noncertified Library Policy and informing them that the Duxbury Board of Trustees has moved to deny borrowing privileges to Randolph patrons effective July 1. Mr. Mandrell commented that the letter was great, especially the paragraph giving Randolph a way out.

Moved by Mr. Mandrell, seconded by Mr. Meier to send the letter as presented by the Library Director to the Randolph Board of Library Trustees.

Vote: 6 – 0 in favor

Building Advisory Group

Mr. Mandrell has not been able to schedule a meeting of the Building Advisory Group yet; Ms. Winquist has provided staff input on building priorities.

Ms. Mutkoski asked about the percentage of the Duxbury Free Library's budget that is spent on the schools, and expressed interest in a comparison with the relative school spending by libraries not located on a campus. Ms. Winquist said that she would work on a program budget, which would provide help provide this information relative to the DFL. Mr. Mandrell said that he was pleased to see in the Reference Department report that the library is working with the schools. Ms. Winquist pointed out that the mission of a public library is different than the mission of a school library. Ms. Denman noted that the public library should supplement or complement the schools, whereas the school library should support the schools.

The next meeting is scheduled for Tuesday, April 10; the retreat for Trustees will take place on March 27.

Moved by Mr. Mandrell, seconded by Mr. Meier, to adjourn the meeting at 9:05.

Vote: 6 – 0 in favor