

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MAY 15, 2007**

Members Present: Theodore Flynn (Chair), Carl Meier, John Hill, Nancy Delano, and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Rose Hickey (Technical Services Division Head), and Deborah Killory (Administrative Assistant)
Also Present: Representative Daniel Webster

The meeting was called to order at 8:05 am.

Minutes of previous meeting

The minutes of the April 10, 2007 meeting were presented.

Moved by Mr. Meier, seconded by Mr. Hill, to approve the minutes of April 10, 2007 as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn reported that the Inc. Board met in May and it was a good meeting. Their investments are doing well. He also talked about the budget situation. FY08 looks all right, but there is concern about FY09, when an override may be needed.

Director's Report

Ms. Winquist told the Trustees that the leak in the reference office may be a less expensive fix than originally expected because it is now thought to be a result of a leak through the brickwork at the front of the building, which then works its way along the pipes above the reference office and through the ceiling. A landscaping project on the campus side of the building, funded by the Friends, is underway.

Taking down the hill outside the entrance on the tennis court side of the building was discussed. Ms. Winquist that the DPW could take it down, but the whole project would be a big undertaking. She envisions a reading garden in that location. Ms. Mutkoski suggested that an Eagle Scout take on the landscaping project.

Eithne Dundas, a Duxbury resident, has been hired for the part time position in Tech Services. Ms. Winquist reported on a technology conference she had attended.

Representative Webster

Mr. Flynn welcomed Representative Webster to the meeting. Mr. Webster said that state finances were not in as bad condition as a few years ago. He noted that fixed costs are the biggest budget challenge and that the house budget includes level services for libraries. He favors policies that will attract businesses to Massachusetts to encourage growth. Ms. Winquist asked him to support line 956, funding infrastructure for data lines to libraries.

Departmental Reports

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

Friends Report

The Friends are gearing up for the November 3 reception and fundraiser and will be displaying giclés of the painting in the mural room at various stores in town.

Policies for Review

Three existing policies were submitted for review by the Trustees: Display of Art, Display of Art in the Bumpus Gallery, and Display/Exhibit. Ms. Winquist had no recommendations for changes in any of the policies.

Moved by Mr. Meier, seconded by Mr. Hill, to approve the Display of Art, Display of Art in the Bumpus Gallery, and Display/Exhibit as they currently stand.

Vote: 5 – 0 in favor

Director's Evaluation

The Director received unanimous high ratings on her evaluation for the current year. Ms. Winquist presented a review of her FY07 goals and achievements and her FY08 goals. Mr. Flynn thanked the Director for the great job she has done

Ms. Winquist informed the Trustees of a movement among the staff still under the Personnel By-Law to form an association. Because of this, the Town Manager has suspended the evaluation process. The Trustees noted that the school administrators have an association and that the Personnel Board is an anachronism.

The next meeting is scheduled for Tuesday, June 19.

Moved by Mr. Meier, seconded by Ms. Mutkoski, to adjourn the meeting at 9:10.

Vote: 5 – 0 in favor