

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
JUNE 16, 2009**

Members Present: Theodore Flynn (Chair), James Mandrell, Elane Mutkoski, John Britten, and Paula Harris

Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Carol Jankowski (Circulation Supervisor), Ellen Snoeyenbos (Young Adult Librarian), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:20 am in the Setter Room at the Duxbury Free Library.

**Moved** by Mr. Mandrell, second by Mr. Britten, not to go into executive session.

**Vote:** 5 – 0 in favor

**Minutes of previous meeting**

The minutes of the May 12, 2009 meeting were presented. Two corrections to the minutes were made.

**Moved** by Ms. Mutkoski, seconded by Mr. Mandrell, to approve the minutes of the May 12, 2009 meeting as amended.

**Vote:** 5 – 0 in favor

**Chair's Report**

Mr. Flynn reported that he had attended an informal advisory committee meeting to discuss budgets. He was reassured that no problems were foreseen for FY2010, but the outlook for FY2011 was not good; an override may be needed. He will be looking at historical population trends at five year intervals as they relate to changes in staffing in various town departments, including public safety, library and schools.

**Director's Report**

Ms. Winqvist reported that the trustees had sent a letter to the network and Verizon concerning the ongoing problems with the data lines. A response was received from David Slater, executive director of the OCLN network, who has been in touch with Verizon and DSI. A new data line is scheduled to be installed on June 19 and to be put into use the following week, providing a backup line when interruptions occur. Ms. Winqvist noted that the interruptions have been very stressful to the staff who have handled the situation very professionally and with excellent public service. Mr. Mandrell commended the Director and the staff for their handling of the situation.

The Eagle Scout landscaping project is underway. Ms. Winqvist reported that she has had to put the exterior stair project on hold due to funding shortfalls. She thanked the Friends of the Library for their generous donation of \$12,000 for library materials for the upcoming year. They will continue to fund the summer programming for the Young Adult and Children's Departments.

Ms. Harris expressed concern about the use of email to notify patrons of programs, noting that it can feel intrusive. Ms. Winqvist replied that the library had beta tested the email notification system and a decision had been made to only use very occasionally in special circumstances.

**Department Reports**

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

**Director's Evaluation**

Mr. Mandrell distributed copies of the evaluation of the Director compiled from appraisal forms completed by the trustees. The evaluation will be submitted to the Town Manager and the Selectmen with a cover letter. Ms. Winqvist also distributed her goals and objectives for the upcoming fiscal year. She noted that her biggest goal was to develop the FY2011 budget with scenarios. Ms. Harris asked if raising meeting room fees could increase revenue and also suggested that overdue fines be looked at, in particular the discrepancy between fines for videos and for other materials. Ms. Jankowski and Ms. Winqvist said that this could be reviewed. The library is always trying to maintain a balance, to be fair but not punitive.

**Policy Review**

The Friends of the Library, Gifts and Patron Record Policies were reviewed. The Library Director recommended that no changes be made to these policies.

**Moved** by Mr. Mandrell, seconded by Ms. Harris, to accept the recommendation of the Director to ratify the three policies as they now stand.

**Vote:** 5 – 0 in favor

**Friends Report**

Mr. Britten said that the Friends of the Library had a substantial balance in their account going into the last meeting. They discussed fundraising possibilities, including selling beach baskets and/or book bags with the Friends logo. They also discussed how their scholarship money is awarded.

**Budgets**

Ms. Winquist met with the Finance Director and feels comfortable going forward with the FY2010 budget.

**Moved** by Mr. Mandrell, seconded Mr. Britten, to adjourn the meeting at 8:55 am.

**Vote:** 5 – 0 in favor