

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
NOVEMBER 7, 2007**

Members Present: Theodore Flynn (Chair), Carl Meier, James Mandrell, Nancy Delano, and Elane Mutkoski  
Staff Present: Elaine Winquist (Director), David Murphy (Reference Division Head), Carol Jankowski (Circulation Division), Rose Hickey (Technical Services Division Head), Nancy Denman (Children's Division Head) and Deborah Killory (Administrative Assistant)

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

**Minutes of previous meeting**

The minutes of the October 17, 2007 meeting were presented.

**Moved** by Mr. Meier, seconded by Ms. Mutkoski, to accept the minutes of October 17, 2007 as presented.

**Vote:** 5 – 0 in favor

**Chair's Report**

Mr. Flynn deferred to the Library Director..

**Director's Report**

The Trustees were pleased with the report that the five year plan for the DHS and DMS libraries included an objective for collaboration and cooperation with the public library.

**Departmental Reports**

Reports of the Circulation, Children's, Reference, and Technical Services Departments were distributed. The Trustees noted that Ms. Snoeyenbos had made presentations to eight 7<sup>th</sup> grade reading classes. Ms. Winquist said that Ms. Snoeyenbos had come in at 7:20 in the morning and on her day off in some cases to accommodate the school schedule. Mr. Murphy mentioned that Rachel Barrett, the DHS librarian, substitutes at the reference desk, which provides a good connection between the high school and the DFL. The elementary schools still share a librarian between the two schools.

Mr. Mandrell asked about the hiring process for the part-time librarian in Tech Services. Ms. Hickey reported that there will be final interviews with two qualified candidates this week. She noted the difficulty in recruiting for a position that requires a masters degree but offers no benefits. The Trustees agreed that it was important to attempt to restore this position to its former full-time status as soon as possible.

**Friends Report**

Ms. Mutkoski reported that the Friends gala went very well, despite terrible weather which probably affected the numbers in attendance. The Young Adult Bookmark group, as well as children of the Friends, helped with the party.

**New Business**

Ms. Mutkoski reported that she had received a complaint from a member of the Parent Connection that the library had turned down a request by the group to allow a meet and greet before a program at the PAC by author Loretta LaRoche. Ms. Winquist noted that the group wanted to serve alcohol at the reception, which was planned for a Friday evening when the library is closed. The library has only allowed the serving of alcohol at library events like the gala and only allows the use of the library on a weekend evening for library events. Alternative sites for the event were suggested. A request for use of the display case in the lower lobby by the group was also denied, because the display case is reserved well in advance.

**FY09 Budget**

Ms. Winquist has met with the Finance Director and an increase of 50% was made to the electricity line in the budget because of a new contract with Nstar for January 2009 which includes a significant increase in rates. The Trustees asked Ms. Winquist to invite the Finance Director to an upcoming meeting.

Jack Hill arrived at 8:43 am.

**Recycling Project**

Ms. Winquist informed the Trustees of a new recycling initiative at the library for both staff and the public. 90% of waste generated in the library is paper and this, as well as plastics, will be recycled. The Trustees commended this effort.

**Moved** by Mr. Hill, seconded by Mr. Mutkoski, to adjourn the meeting at 8:48

**Vote:** 6 – 0 in favor