

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 12, 2008**

Members Present: Theodore Flynn (Chair), John Hill, Nancy Delano, James Mandrell, and Elane Mutkoski
Staff Present: Elaine Winquist (Director), David Murphy (Assistant Director), Nancy Denman (Assistant Director), Carol Jankowski (Circulation Supervisor), Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:05am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the April 16, 2008 meeting were presented.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the minutes of April 16, 2008 as presented.

Vote: 5 – 0 in favor

Chairs Report

Mr. Flynn reported that all was quiet and deferred to the Library Director.

Directors Report

Ms. Winquist reported that the new phone system is great. Planning for the September book launch of Brian Lies' new book at the library is proceeding.

Ms. Winquist met with Eagle Scout Nick Lyon and his dad on the project to take down the hill at the rear entrance to the library. Peter Buttkus has offered his support of the project. Proper permits must be obtained from the Town.

Department Reports

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

Friends Report

Ms. Mutkoski had not been informed of the meeting and so was not in attendance. Ms. Winquist reported that the Friends are forging ahead on the planning for a fundraising gala next March. Books are being purchased for Best Friends. The Friends are providing scholarships for seven graduating seniors.

Policy Review

The Trustees were asked to review the following policies: Display of Art, Bumpus Gallery, Display/Exhibit, Library Programs and Library Volunteers. The Director had no recommended changes to the policies.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to confirm the Display of Art, Bumpus Gallery, Display/Exhibit, Library Programs and Library Volunteers Policies with no changes.

Vote: 5 – 0 in favor

Other Business

Ms. Winquist reported that the Treasurer/Collector's office is conducting a fee review. She recommended no change in the fees charged by the library

Moved by Mr. Mandrell, seconded by Mr. Hill, to accept the recommendation of the Library Director to maintain the current fee structure at the library.

Vote: 5 – 0 in favor

OCN is moving its automated library system to new software, which will require four hours of staff training. The Director proposed that the Library be closed to the public on Wednesday, June 4, until 2:00. Staff will be trained from 9:00 until 1:00 and the building would then reopen following a lunch break. Publicity will be conducted in advance to make patrons aware of the revised hours.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the recommendation of the Director to delay the opening of the Library on June 4 until 2:00 for training.

Vote: 5 – 0 in favor

Staff Report: Reference Services Division Head

Mr. Murphy presented a report to the Trustees on the activities of the Reference Department. He noted that the goal of the Department was to provide excellent service to the public by making staff at the desk approachable, watching for patrons who need help, and asking questions to find out exactly what each patron is seeking. He strives to keep the collection current, both in terms of informational content and format. There is a local reference section that contains Town reports as well as the Duxbury "vertical file" which contains historic items from local newspapers. The nonfiction collection contains circulating items. Mr. Murphy makes suggestions for purchases for this collection to Ms. Hickey, who is the primary collection development librarian for the adult collection. The collection is especially strong in history and cookbooks. Mr. Murphy is currently working on improving the areas of consumer health, computers and business. Mr. Murphy has also been striving to provide useful electronic resources and to maintain the Duxbury Room for local history and genealogy. He supervises the reference department and works with the reference desk staff including Ellen Snoeyenbos, Denise Garvin, Debbie Killory, Jody Hall, Rose Hickey, and Carol Jankowski. There are currently four substitute librarians who work on the reference desk as needed.

Mr. Britten arrived at 8:30.

Reference meetings are held each month to allow the staff to share ideas. Ms. Snoeyenbos and Mr. Murphy work together with 8th grade social studies classes to show them the resources the library has for their research papers. The department has provided some programming this year in the area of consumer information. Another service provided by the department is interlibrary loan, which can provide books from all over the country with enough information on the book being requested. Mr. Murphy participates in the OCLN Local History Roundtable and is Vice Chair of the statewide Preservation Advisory Committee, concerned with disaster planning.

Director's Evaluation

One evaluation was handed in late, so the evaluations had not yet been collated.

The next meeting is scheduled for Thursday, June 12.

Moved by Mr. Mandrell, seconded by Mr. Hill, to adjourn the meeting at 8:37 am.

Vote: 6 – 0 in favor