

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
JANUARY 13, 2009**

Members Present: Theodore Flynn (Chair), John Hill, Nancy Delano, James Mandrell, Elane Mutkoski and John Britten  
Staff Present: Elaine Winquist (Director), Nancy Denman (Children's Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Judith Kusmin (Library Associate), Carol Segar (Library Associate), Deborah Killory (Administrative Assistant)

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

**Minutes of previous meeting**

The minutes of the December 15, 2008 meeting were presented. .

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

**Vote:** 6 – 0 in favor

**Chair's Report**

Mr. Flynn noted that it appears that there could be up to a 10% cut in state aid for the current fiscal year, although it is unclear whether the percentage is for the entire year or will only affect the last two quarters..

**Director's Report**

Ms. Winquist reported on a High School Council discussion of changes in start times at the schools, which will be brought to School Committee for a vote on February 4. If the proposal is approved, Alden School will have an earlier start and release time. Ms. Winquist expressed her concern, and that of Ms. Denman, about the number of third graders who would be spending an increased amount of unattended time at the library if this change should take place. They are contemplating revisions to the Library's Policy on Unsupervised Children. A proposed revision to the policy will be reviewed at the next meeting.

The Director reported that negotiations have begun on the SEIU library staff contract, although weather has delayed the schedule. She also told the Trustees that she has discussed removal of the back stairs with the Town Manager, who was supportive once he was told that there would be no cost to the town for the project.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. The large increase in circulation in December was noted. Ms. Jankowski said that she expects similar increases in January, February and March circulation figures. Mr. Britten noted that in a meeting with the Town Manager and Finance Director on another matter, he had called their attention to recent newspaper articles on the increased use of public libraries during the economic downturn. The increasing importance of remote access to libraries via their websites led to Mr. Mandrell suggesting that the Library provide links to the New York Times and other news services. It was noted that the Library has a page on both Facebook and Twitter.

**Friends Report**

Mr. Britten reported that the Friends had asked whether Mr. Hill and Ms. Mutkoski would be running for re-election. Mr. Hill said that he would not be running; Ms. Mutkoski will run again. The remainder of the Friends meeting focused on preparations for the March gala. A decision has been made to increase the ticket price to \$75. Mr. Flynn reminded the Trustees that the Friends would have to apply to the Board of Selectmen for a one day liquor license and that the trustees should send a letter of support.

**Moved** by Mr. Mandrell, seconded by Mr. Hill, to send a letter to the Board of Selectmen supporting the authorization of a one day liquor license for the Friends of the DFL for their March gala at the Library.

**Vote:** 6 – 0 in favor

**Policy Reviews**

The Use of Library Policy and the Meeting Room Use Policy were reviewed. The Library Director recommended that no changes be made to these policies.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to conclude the review of the policies listed above by noting their support of the Library Director's recommendation of no changes at this time.

**Vote:** 6 – 0 in favor

### **Director's Position**

Ms. Winquist reported that most of the management and professional support staff formerly covered by the Personnel Plan were now part of a bargaining unit under SEIU. Several positions, including that of Library Director, were excluded from the unit. Ms Winquist has met with the Town Manager to determine whether she would now be covered under the Personnel Plan or should be negotiating a contract. Massachusetts General Law allows Library Directors to have individual contracts. The Trustees were supportive of the idea of a contract for the Director.

Ms. Mutkoski noted that residents had asked her about union contracts in these difficult financial times and whether higher would lead to cuts in library hours.

**Moved** by Mr. Hill, seconded by Mr. Mandrell, that the Board fully supports Ms. Winquist's right to request a contract.

**Vote:** 6 – 0 in favor

### **Staff Reports: Library Associates Judy Kusmin and Carol Seger**

Ms. Kusmin presented to the Trustees the activities of the eight full and part-time library associates at the circulation desk. She noted that the staff provide frontline services including greeting patrons, registering them for library cards, accepting payment of bills, checking in and out circulating items, maintaining the library lost and found, providing tickets for library programs, answering questions, shelving items, and protecting the confidentiality of patrons. The staff act on reports that they print out each day, including the pull holds report that may be as many as twenty pages in length, calling patrons with holds, and pulling items on the hold shelf that have been there more than seven days. They deal with seven to twelve bins of items coming in from other libraries, either returning from circulation or arriving as holds for our patrons; manage the Friends book sale; provide posters, flyers and displays for various library programs; manage the circulation of periodicals; handle museum pass circulation; and manage the new book collection, including integrating the books back into the regular collection after six months.

Ms. Seger presented the activities of the library associates who work in the children's department, all of whom work some of their hours in children's and some in circulation. All of the associates work at the children's reference desk, helping patrons to find materials, instructing them in the use of the computers, answering the phones, issuing library cards, registering patrons for programs, and keeping statistics on the wiki; shelving materials; helping with homework, including signing out of textbooks and providing homework supplies; and serving as peacemakers, traffic directors, and surrogate moms with the after school crowd. Associates also plan and implement storytimes and after school programs; brainstorm on summer programs; keep up with reading of new books for readers advisory; maintain the website; manage the magazine collection and new materials; train kids for the adopt-a-shelf program; and product posters, displays, and registration sheets for the many programs.

Ms. Winquist pointed out that all staff is very proficient in Microsoft Office software and integrated library system software.

### **Library Budget**

There were no updates on the budget.

Due to a scheduling conflict, the February meeting was changed from February 10 to February 3.

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 9:15 am.

**Vote:** 6 – 0 in favor