

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 3, 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), 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 January 13, 2009 meeting were presented. Several changes to the minutes were made including changes striking a sentence and amending the motion on the Library Director's position.

Moved by Mr. Hill, seconded by Mr. Mandrell to amend the motion concerning the Library Director's position to read that the Board fully supports Ms. Winquist's right to request a contract.

Vote: 5 in favor, 1 abstention

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the minutes of the January 13, 2009 meeting as amended.

Vote: 6 – 0 in favor

Library Director's position

In light of the discussion on the minutes, the Trustees decided to revisit the issue of the Library Director's position. Discussion ensued.

Moved by Ms. Delano, seconded by Mr. Hill, that Trustees support the position of Library Director as a contracted position.

Vote: 5 in favor, 1 abstention

Mr. Hill left the meeting at 8:30 am.

Chair's Report

Mr. Flynn noted that there was good news this year from the State. It appears that FY09 town budget will not be affected by the cuts in state aid. Effects on FY10 are still uncertain.

Director's Report

Ms. Winquist pointed out that she had attached to her written report comparative statistics for the first half of FY08 and FY09 that show substantial increase in use of the library in the first six months of the current fiscal year.

Department Reports

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

Friends Report

Mr. Britten reported that the Friends were focused on preparations for the March gala.

Policy Review

The Library Director noted that Ms. Denman and her staff have worked hard on reviewing the Policy on Unsupervised Children. Ms. Winquist proposed significant modifications to the existing policy, including a change in name to Safe Child Policy. A proposed change in opening time at Alden School to one hour earlier prompted a close look at the policy and the proposed changes. Ms. Denman said that there are more third graders at the library this year than in the past and that they need a good deal of attention from adults. Under the existing policy, third graders can be at the library unattended. The proposed changes would require that children under fourth grade be supervised, directly if they are in kindergarten or younger, or by a responsible person in the room or area if they are in first through third grades. Older children would be subject to the same behavioral expectations as adults, specified in the Policy for Use of the Library.

A few changes in wording were made in the preamble to the policy. The Director assured the Trustees that any changes would be publicized in the local newspapers, the school newsletters and at PTA meetings,

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to accept the revised policy, now to be known as the Safe Child Policy

Vote: 5 – 0 in favor

The effective date of the policy is still to be decided.

Mr. Britten and Ms. Delano reported speaking with contacts in the construction industry about the project to remove the exterior stairs. They hope to receive more input soon about what is involved in the project.

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

Vote: 5 – 0 in favor