

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MARCH 10, 2009**

Members Present: Theodore Flynn (Chair), John Hill, Nancy Delano, Elane Murkowski and John Britten
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Nancy Denman (Children's Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Deborah Killory (Administrative Assistant)
Also present: Paula Harris, Christopher Donato, and Jill Cadigan Christenson

The meeting was called to order at 8:08 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the February 3, 2009 meeting were presented. One correction to the minutes was made.

Moved by Mr. Hill, seconded by Ms. Mutkoski, to accept the minutes of the February 3, 2009 meeting as amended.

Vote: 5 – 0 in favor

Mr. Mandrell arrived at 8:10 am.

Chair's Report

Mr. Flynn informed the Board that there were significant developments concerning the Library Director's position since the last meeting. The Selectmen have brought the salaries and grades of the top managers to the levels where they should be through the Personnel Plan and have decided not to negotiate individual contracts with each manager. Mr. Flynn said that the Town was doing the right thing and asked Ms. Winqvist if she was satisfied with the grade and salary proposal. She was. The Trustees agreed that if she was comfortable, the new proposal was acceptable to them.

Director's Report

Ms. Winqvist thanked Mr. Britten for having Freeman Boynton contact her concerning the outside stair project. She reported that Mr. Boynton has made a very reasonable proposal for removal of the stairs and also connected her with NSR Metalworks concerning construction of an emergency stairway. She has received a proposal from NSR that includes the construction of an iron balcony and stairs as an emergency exit. Ms. Winqvist plans to schedule a meeting with the Director of Inspectional Services, the Fire Chief, and the contractor before work begins. She has contacted the Inc. Board about funding the project, but has not yet received a response. Because the project is under \$25,000 and will be using private funds, no RFP is required.

Annual Town Meeting is scheduled for March 14. The budget that was presented to the Trustees is going forward. The library will be open on fewer Sundays next 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. They will be meeting on Friday, March 13. Trustees were encouraged to urge their friends to purchase tickets.

Policy Review

The Collection Space, Posting of Free Materials, and Customer Service Policies were reviewed. The Library Director recommended that no changes be made to these policies.

Moved by Mr. Mandrell, seconded by Mr. Hill, to accept the Library Director's recommendation of no changes at this time in the three policies listed above.

Vote: 6 – 0 in favor

Non-certified Libraries

Several libraries have lost certification, including Freetown, Norton, and Wareham.

Moved by Mr. Mandrell, seconded Mr. Hill, proceed with the Duxbury Free Library Non-certified Libraries Policy directive and send a letter to the Board of Library Trustees in each town informing them that the Duxbury Free Library will deny services to their patrons as long as the libraries remain noncertified.

Vote: 6 – 0 in favor

Library Budget

Ms. Winquist reported that the budget situation was status quo.

Mr. Flynn noted that Mr. Hill is completing his term and is not running for reelection. Mr. Hill has served as a Library Trustee for 15 years and has been a credible force on the Board and a great proponent of the Library. He will be missed. Mr. Hill was presented with a gift from his fellow Trustees. Mr. Hill thanked the Trustees and praised the efficient functioning of the library.

Moved by Mr. Hill, seconded Mr. Mandrell, to adjourn the meeting at 8:30 am.

Vote: 6 – 0 in favor