

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
AUGUST 4, 2009**

Members Present: Theodore Flynn (Chair), Nancy Delano, Elane Mutkoski, John Britten, and Paula Harris

Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Nancy Denman (Children's Supervisor), Carol Jankowski (Circulation Supervisor), and Deborah Killory (Administrative Assistant)

Also Present: Jeannie Horne (Personnel Administrator, Town of Duxbury)

The meeting was called to order at 8:24 am in the Setter Room at the Duxbury Free Library.

**Minutes of previous meeting**

The minutes of the June 16, 2009 meeting were presented.

**Moved** by Ms. Harris, second by Ms. Mutkoski, to approve the minutes of the June 16, 2009 meeting as presented.

**Vote:** 5 – 0 in favor

**Chair's Report**

Mr. Flynn will be looking at the growth of town departments as part of the preparation for the FY11 budget.

**Director's Report**

Ms. Winqvist presented the trustees with data highlighting the increased usage of the library in the past year. She will submit the statistics to the Clipper for publication. It was noted that reference questions to staff were down; Ms. Winqvist explained that the databases supplied by the library, in addition to other resources available through the internet, enabled many people to find answers themselves.

The Director reported that since the second data line was installed, the system has been stable.

The irrigation project is complete. People counters have been installed at both exits to the library and indicated that there had been 14,811 visitors to the library in July.

**Department Reports**

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Reference Department data is now being collected via sampling for a week during each quarter.

**Friends Report**

The Friends of the Library had no meeting scheduled for the summer.

**Guest: Jeannie Horne, Personnel Administrator**

Ms. Horne introduced herself and told the Trustees that she was hired in September of 2008 and charged with updating the human resources function for the town and to standardize practices. She is involved with benefits, policies, procedures, labor relations and employee relations. She works with the schools and with the Personnel Board and, along with the Town Manager and Town Labor Counsel, is a member of the negotiating team for the town. She is currently working with labor counsel on job descriptions for the entire town. She was asked about the town joining the state insurance pool and said that at the present time, the town's experience is so positive that we are better off not in the pool. When asked about performance evaluations for managers, she said that after the job description process is completed and a training session in performance evaluation is held, annual reviews under the personnel bylaw will be done.

**Holiday Schedule**

Ms. Winqvist made her recommendations for the holiday schedule this year bearing in mind that both Christmas and New Years Day are on Fridays in this fiscal year. She recommended that the library be closed for the Christmas holiday at 1:00 on Thursday, December 24 and be closed on both Friday, December 25 and Saturday, December 26. For the celebration of New Years, she recommended that the library close at 5:00 on Thursday, December 31 and be closed on both Friday, January 1 and Saturday, January 2.

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**Moved** by Mr. Britten, seconded by Ms. Mutkoski, to approve the holiday schedule for FY10 as presented by the Director.

**Vote:** 5 – 0 in favor

**FY11 Budget**

The Town's Financial Director sent out spreadsheets for the FY11 budget and asked to have proposed budgets submitted by August 27. All departments were asked to present a level service budget and a budget with a 3% reduction, approximately \$34,000. Ms. Winqvist will work with Mr. Maddens to try to preserve library positions. Various scenarios to meet this cut are under consideration.

The Town of Wareham has been recertified. Ms. Winqvist asked the Trustees for a vote to restore the services of the Duxbury Free Library for Wareham patrons.

**Moved** by Ms. Harris, seconded by Mr. Britton, to restore Duxbury Free Library services to Wareham patrons.

**Vote:** 5 – 0 in favor

The Town has compiled fee schedules for all town departments; Ms. Winqvist reminded them that under Massachusetts General Law the Board of Library Trustees sets library fines and fees. The fee schedule for the library is under review by staff; any recommended changes will be presented to the Board of Trustees.

Meeting dates for the rest of 2009 were set. The Board will meet at 8:15 in the Setter Room on September 15, October 13; November 10 and December 8.

**Moved** by Ms. Harris, seconded Ms. Mutkoski, to adjourn the meeting at 9:26 am.

**Vote:** 5 – 0 in favor