

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
SEPTEMBER 15, 2009**

Members Present: Theodore Flynn (Chair), Nancy Delano, Elane Mutkoski, John Britten, James Mandrell, and Paula Harris  
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Denise Garvin (Reference Librarian), and Deborah Killory (Administrative Assistant)  
Also Present: Richard MacDonald (Town Manager)

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

**Guest: Richard MacDonald, Town Manager**

Mr. Flynn welcomed the Town Manager. Mr. MacDonald told the Board that he will be happy to meet with them any time that they request it. He told the Board about a Budget Committee that he has appointed for the last couple of years to help with budget review and noted that Mr. Flynn is a member of the committee. The forecast for FY11 is grim. He said that department heads have presented level services budgets (that would result in a \$2 million deficit) and budgets showing a 3% reduction (that would result in a \$400,000 deficit). Mr. MacDonald stated that his goal is to save jobs.

The Town Manager spoke with pride of the towns AAA bond status and noted that Duxbury is often consulted by other towns. He also discussed that savings to the town of its self-insurance system and said no payroll deductions for health insurance will be in November because the fund is in such good standing. He emphasized the importance of including capital projects in the budget and said that he is re-establishing a building and maintenance committee of engineers and architects, that had existed in the past, to ensure that capital concerns are not ignored in difficult times. He is hoping to be able to maintain free cash for capital expenses.

**Minutes of previous meeting**

The minutes of the August 4, 2009 meeting were presented.

**Moved** by Ms. Harris, second by Ms. Mutkoski, to approve the minutes of the August 4, 2009 meeting as presented.

**Vote:** 6 – 0 in favor

**Chair's Report**

Mr. Flynn continues to be concerned about the prospects in FY11. He does not believe that the 3% reduction should be across the board and discussed looking at staffing – particularly management to regular staff ratios - in various departments over time.

**Director's Report**

Ms. Winqvist distributed a draft of the Library's annual report. Mr. Flynn suggested having it published in the Clipper. She presented the State financial and compliance annual reports that she had completed for the Chairman's signature. The Director discussed the cuts she has proposed in the FY11 budget, should cuts be necessary. She proposed eliminating Sunday hours entirely and cutting way back on programming so that the funds that Inc. Board and Friends provide in most years underwrite programs can be used to purchase materials if cuts are made to materials lines in the Town budget. The Board discussed concerns about the proposed change in library hours and the fact that in surrounding towns, Sunday hours have already been eliminated.

Ms. Harris left the meeting at 9:20 am.

**Department Reports**

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

**Friends Report**

The Friends of the Library will be meeting on Friday, September 18 and holding their annual meeting to elect a new board, preceded by a coffee in the Resource Room to thank outgoing board members.

Ms. Winquist told the Board that she would be out of town on December 8, the scheduled date of a Board of Trustees meeting. The date for the December meeting was changed to December 18, 2009. Returning the meeting time to 8:00 am was discussed.

**Moved** by Mr. Britten, seconded by Mr. Mandrell, to move the meeting time back to 8:00 am beginning next month.

**Vote:** 5 – 0 in favor

**Policy Review**

The Non-Certified Libraries Policy was reviewed. The Library Director recommended that no changes be made to this policy.

**Moved** by Mr. Mandrell, seconded by Mr. Britten, to accept the recommendation of the Director to ratify the Non-Certified Library Policy as it now stands.

**Vote:** 5 – 0 in favor

**Moved** by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 9:28 am.

**Vote:** 5 – 0 in favor