

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

Date approved: December 18, 2009

Members Present: Theodore Flynn (Chair), James Mandrell, John Britten, and Paula Harris
Staff Present: Elaine Winquist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), Nancy Denman (Children's Supervisor), and Deborah Killory (Administrative Assistant)
Also Present: John Madden, Town Financial Director; Jan Schwartz, Bumpus Gallery Board

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 October 13, 2009 meeting were presented.

Moved by Mr. Mandrell, seconded by Ms. Harris, to accept the minutes of the October 13, 2009 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Mr. Flynn said that Mr. Madden will update the Trustees on the FY11 budget

Director's Report

Ms. Winquist noted that Matthew Nadler, editor of the Duxbury Reporter, has invited Library staff to review books and audio/video materials twice a month. Library staff and the Town reached agreement on a contract to be ratified by union members and the Board of Selectmen.

Ms. Mutkoski arrived at 8:07 am

Mr. Flynn and Ms. Winquist attended the Inc. Board meeting. The library disbursement will be levelly funded and the Board was supportive and enthusiastic.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed Ms. Winquist noted the 10th year anniversary celebration of the Poetry Circle and the programming that Ms. Hickey and Ms. Jankowski put together.

Friends Report

Mr. Britten lauded the Friends for their dedication and energy. They have sent out their annual direct mail appeal and have several ideas for fundraising. They have launched a new website.

Policy Review

The Meeting Room Use Policy was reviewed. The Library Director recommended some changes, including removing reference to fees charged to non-profit groups for after hours use, because it implies that meeting rooms can be used after hours; in, the library practice does not schedule use outside of hours covered by custodians. She also suggested that two sections be added, one in the policy and one in the regulations for use, concerning supervision of children during use of meeting rooms. Trustees suggested removing an additional phrase referring to out of hours use by profit-making entities.

Ms. Delano arrived at 8:20.

Moved by Mr. Mandrell, seconded by Mr. Britten to accept the Meeting Room Use Policy as amended.

Vote: 6 – 0 in favor

Library Budget: FY11

The Fiscal Advisory has again requested projected capital needs, which are the same as last year. She will email the list of capital needs to the Trustees. Ms. Winquist would like to see computers moved from a capital items to the supply line in the expense budget.

It appears that the operating budget for next fiscal year will be somewhere between a 3% reduction and level funding. It appears that staff hours can be maintained, but there will be a slight decrease in the substitute/intermittent line. Ms. Winquist hopes to continue Sunday hours at the same number as this year.

The electrical and gas lines in the proposed budget were cut as they had been over-budgeted. Ms. Harris reported that she had heard from a resident wanting to see regionalization of services and coordination of hours within the network.

Ms. Winquist reported that at the state level, six budget lines affect libraries and three will directly affect the DFL. The first affects the state regions, which provide delivery services, professional development and databases. The number of regions will probably be reduced to one or two, which is likely to slow down interlibrary loan delivery. A second line is telecommunications, including datalines and hardware. Cuts in this line will lead to increases in the annual network assessment. State aid to libraries will also be affected.

Guest: John Madden, Town Financial Director

Mr. Madden addressed the Trustees. He said that although he is an optimist, this year has been a struggle. He praised Ms. Winquist for her ability to see the big picture and for working so well with him on the budget. He reviewed the difficulties with the financial situation this year, including decreases in state aid and in non-tax revenues in the town, such as permit fees, as well as increases in the retirement assessment. He emphasized the town's responsibility for core services and he is working hard to avoid layoffs or furloughs. He also emphasized that he seeks to avoid borrowing to deal with shortfalls.

Moved by Mr. Mandrell, seconded by Ms. Harris, to adjourn the meeting at 9:12 am.

Vote: 6 – 0 in favor