

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 18, 2009**

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

Staff Present: Elaine Winqvist (Director), Rose Hickey (Technical Services Supervisor), Carol Jankowski (Circulation Supervisor), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:06 am in the Merry Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the November 10, 2009 meeting were presented.

Moved by Ms. Mutkoski, seconded by Mr. Mandrell, to accept the minutes of the November 10, 2009 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn noted that the collective bargaining process was moving slowly and Ms. Winqvist reported that the library workers contract that had been through the mediation process was not ratified by the Board of Selectmen. Town managers have received training in the evaluation process.

Director's Report

Ms. Winqvist told the Board that Sunday service has begun. The Town Manager has resumed monthly meetings of building manager; the group has been looking at consolidating building maintenance contracts and services. The Inc. Board held their semi-annual meeting in November.

The Director reported on a current building issue. Noresco technicians were currently in the building addressing a pump issue that has led to some parts of the building not receiving heat. She also noted that repairs to many of the lighting fixtures and ballasts have been needed as the building has reached its twelfth year. The Bumpus Gallery board requested that spotlights in the galley be on fulltime; because of the costs and the effects of these hot lights on the HVAC system, Ms. Winqvist had a second timer switch installed in a more convenient location for patrons who wish to view the exhibit.

The Long Range plan is in its last year. The plan can be updated for the next two years while the new plan is being developed, but it is time to begin the process again. Ms. Winqvist commented on what a fine job former trustee Carl Meier had done on the last two plans and how helpful SEMLS personnel were in formulating the last plan. Mr. Mandrell suggested asking Mr. Meier to come back and head the LRP committee again; Mr. Flynn will contact Mr. Meier.

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were distributed. Ms. Mutkoski remarked that she appreciated seeing the comparative statistics in the Circulation Report. The success of the Young Adult cardboard tube war was also noted.

Friends Report

There has been a huge response to the Friends latest membership drive with many donors achieving best friend status. The Friends gave a nice holiday lunch for the staff. The new website of the Friends was praised.

Policy Review

The Duxbury Free Library By-Laws were 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 Duxbury Free Library By-Laws as they now stand.

Vote: 5 – 0 in favor

2010 Trustees Meeting Schedule

The Trustees set the schedule of Board meetings for the first half of 2010. Meetings will be on the following Tuesday mornings at 8:00 am: January 12; February 9; March 9; April 13; May 11; June 8; and August 3.

Library Budget: FY11

There were no updates on the FY11 budget. Ms. Winqvist distributed her budget proposal to the Trustees and noted that she is working to retain all staff and that there was some funding for intermittent, substitute and overtime hours in the proposed budget. In order to qualify for state aid, 15% of the budget must go to funding materials. A committee on which Ms. Winqvist served has suggested changes in the state aid spending formula to reflect current library services.

Moved by Mr. Mandrell, seconded by Ms. Harris, to adjourn the meeting at 8:59 am.

Vote: 5 – 0 in favor