

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
JUNE 8, 2010**

Members Present: Theodore Flynn (Chair), Elane Mutkoski, James Mandrell, John Britten, Paula Harris, and Laura Sullivan  
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Carol Jankowski (Circulation Supervisor), Nancy Denman (Children's Supervisor), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:10 am in the Setter Room at the Duxbury Free Library.

**Minutes of previous meeting**

The minutes of the May 13, 2010 meeting were presented. Amendments were made.

**Moved** by Ms. Harris, seconded by Mr. Mandrell, to approve the minutes of the May 13, 2010 meeting as amended.

**Vote:** 6 – 0 in favor

**Chair's Report**

Mr. Flynn talked about concerns with the State's financial situation; it appears that both houses of the legislature will vote to cut state aid to cities and towns. In addition, there are two ballot questions that seek to cut the sales tax rate and the tax on alcohol.

**Director's Report**

Ms. Winqvist noted that there is some concern that FY11 will be a tough year for the town. She was informed last week that the vacant part-time circulation position will not be filled at this time. She said that the shifts will be covered this summer by a combination of sub hours and staff redeployment; if the position remains vacant, it will affect programming at the library and freeze services.

The Director distributed a summary of the new open meeting law which is scheduled to go into effect July 1 and said that the Town Manager and Town Clerk are concerned about the changes. The effective date may be extended to October 1 to allow towns time to make adjustments. The new law requires that meeting postings include the expected content of the meetings and that any documents discussed at the meeting become a part of the archived record of the meeting.

The packets were not emailed this month because, following the meeting, the Director decided that she was not comfortable sending unapproved minutes and department reports in this way. It was agreed that packets will continue to be mailed.

Ms. Winqvist thanked the Friends for their funding of Mango languages and generous additional gift of \$7,000 for library materials.

**Department Reports**

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

**Friends Report**

Ms. Sullivan reported that the Friends have received record funds through their membership drive this year, amounting to over \$27,000.

**Library Committees**

The Library is about to begin work on its next five year plan. Mr. Flynn said that Carl Meier, former trustee and chair of the last two Strategic Planning Committees, has agreed to chair the committee once again. The Flynn asked Ms. Harris and Ms. Sullivan to represent the Board of Trustees on the Committee. Other members may include a student, a senior citizen via the Senior Center, a Friend, a Library Division Head, another Library staff member and a citizen at large, in addition to the Library Director. The Director will report back to the Trustees on membership of the committee.

The Chair then said that there would be a second committee. Ms. Winqvist announced that she will retire from her position effective January 7, 2011. Mr. Flynn asked Mr. Mandrell to chair the search committee for a new Director and asked Ms. Mutkoski, as the senior member of the Trustees, to also serve on the committee. Other members of the committee may include a representative of the town, probably the HR

Officer; a staff member; the president of the Friends of the DFL; and the president of the Inc. Board. Mr. Mandrell suggested that the committee begin meeting in August. The Board of Library Trustees will appoint the new Director, but the Town sets the salary. The position will be posted online.

### **Policy Review**

The Friends of the Library, Gifts, and Patron Records Policies were reviewed. The Library Director recommended that no changes be made to these policies.

**Moved** by Ms. Mutkoski, seconded by Mr. Mandrell, to accept the Director's recommendation of no changes to the Friends of the Library, Gifts, and Patron Records Policies.

**Vote:** 6 – 0 in favor

### **Hull Public Library**

Earlier this year, the Town of Hull took away funding of the Hull Public Library and the Board of Library Commissioners removed its certification. The Duxbury Board of Trustees voted to stop serving Hull patrons. Full funding, meeting all state requirements, has been restored beginning July 1. Ms. Winquist recommended that the Trustees vote to reinstate service to residents of the Town of Hull beginning July 1.

**Moved** by Mr. Mandrell, seconded by Mr. Britten, to restore services to Hull patrons effective July 1, 2010.

**Vote:** 6 – 0 in favor

### **Proposed Social Networking Policy**

A vote on this policy will be taken at the next meeting.

Upcoming meetings for the remainder of 2010 were set for 8:00 am in the Setter Room on the following Thursdays: September 9, October 14, November 18 and December 16.

The next meeting is scheduled for August 3.

**Moved** by Ms. Harris, seconded by Mr. Mandrell, to adjourn the meeting at 8:47 am.

**Vote:** 6 – 0 in favor