

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 9, 2010**

Members Present: Theodore Flynn (Chair), Elane Mutkoski, James Mandrell, John Britten, and Laura Sullivan
Staff Present: Elaine Winqvist (Director), David Murphy (Reference Supervisor), Rose Hickey (Technical Services 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 August 3, 2010 meeting were presented.

Moved by Mr. Mandrell, seconded by Mr. Britten, to approve the minutes of the August 3, 2010 meeting as presented.

Vote: 5 – 0 in favor

Paula Harris arrived at 8:12 am.

Chair's Report

Mr. Flynn noted that the Massachusetts political situation is warming up leading to the November elections.

Director's Report

Ms. Winqvist reported that new carpeting has been installed on the stairs. She met with Assistant Superintendent of Schools concerning the schools anti-bullying program; there will be a point person in each school department to contact with concerns about bullying.

Town department heads have been asked to submit level services budget. Ms. Winqvist has an appointment scheduled with the Finance Director concerning the operating budget. The exterior building trim is in need of paint; Doug Dondero of the DPW Department is working on obtaining a town-wide bid for exterior painting that would include the library building.

The four library division heads have been reincorporated into the personnel bylaw. Ms. Denman noted that the salary adjustment, retroactive to July 1, 2009, has been good, but that other issues have not been addressed, although they may be in the future. The administrative assistant position has been a part of the second bargaining unit and the unionization process for the unit has recently come to a halt.

A draft of the annual library report to the town was distributed. It was suggested that it should be clarified that the Library Associate position has not been filled because of budgetary constraints imposed by the town.

A request was made to add some statistics to the director's report. Mr. Meier will attend the next meeting to discuss the Long Range Planning process.

Friends Report

Ms. Sullivan reported that the Friends have raised \$27,245 in the last year, the most they have ever raised. They are considering a March fundraising event geared to families, possibly a mini-golf event.

Library Budgets

There were no changes to the budget at this time. Ms. Winqvist has the State reports ready for filing; a waiver application will be required, as the MAR requirements have not been met.

Committees

As members of the Search Committee, Ms. Denman, Ms. Horne, and Mr. Mandrell have been reviewing applications for the Director's position as they come in, removing those that do not meet the minimum requirements. In the second half of October, interview with the full Board of Library Trustees will be scheduled for the two to three finalists. It is the role of the Trustees to select the Director; the Town

Manager negotiates salary. The Board discussed the importance of reaching a consensus in the selection process. Mr. Mandrell will send interview dates to the Trustees and appointments will be scheduled in the evening.

The Long Range Planning Committee hopes to publish the new plan in the spring; it is due to be filed with the State by October 1, 2011. Ms. Winquist will submit an update to the current plan by December 1 of this year.

The next meeting is scheduled for Thursday, October 14.

Moved by Mr. Mandrell, seconded by Ms. Mutkoski, to adjourn the meeting at 8:45 am.

Vote: 6 – 0 in favor

Distributed: Director's Report, Library's Annual Report to the Town