

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 14, 2010**

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

Also Present: Carol Meier (Chair of Long Range Planning Committee), Jan Schwartz (Bumpus Gallery Board)

The meeting was called to order at 8:12 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meeting

The minutes of the September 9, 2010 meeting were presented.

Moved by Ms. Harris, seconded by Ms. Sullivan, to approve the minutes of the September 9, 2010 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Flynn deferred to the Library Director

Director's Report

Ms. Winquist reported she has submitted a level services budget for FY12 and to date has received no response. The annual reports to the state have been submitted. The Search Committee has been busy. There has been a busy schedule of programs at the library, including the upcoming Mass Memories project.

Departmental Reports

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

Friends Report

Ms. Sullivan reported that the Friends have are planning a March 20 fundraising mini-golf event. They are working with a company that does these events in libraries and will be looking for sponsors.

Collection Development Policy

The Collection Development Policy, which is the longest library policy, has been revised. Rose Hickey and Marty O'Meara have been working on it and have shortened the policy to 8 pages (from 14) plus appendices. They have removed references to specific formats and redundancies. The Trustees said that the revised policy looked good and they will vote on it at the November 18 meeting.

Long Range Planning Committees

Carl Meier, who as a former trustee was involved in the last two long range plans for the library, in addition to working on two plans at the schools, met with the Board. He noted that the process is simple, clearly outlined in a twelve step plan. The committee will include representatives from the schools, senior center and business people. Cheryl Bryan, who worked on the last plan with the library, will help by facilitating the visioning process with a focus group. The focus group selects three service responses and the committee works on goals and objectives to meet the service responses. Some of the steps, particularly those involving identifying tasks to achieve the goals, should wait for the new director. Staff is also involved in the process. The plan helps to build the budget and sell it to the town. The final product is due at the state in October of 2011; Mr. Meier anticipates that it will be completed by the spring.

Search Committee

Ms. Mutkoski, a member of the committee, presented an update. She noted that Mr. Mandrell has been doing a great job as chair and there are some good candidates. There were 20 applications, which a

subcommittee narrowed down to 9. The entire committee agreed on the top candidates and interviews have been scheduled for October 20 and 22. They plan on forwarding the top two to three candidates to the Trustees for interviews. Ms. Denman, also a member of the committee, noted that the discussions have been excellent. She said that the committee plans one hour interviews with the candidates. The Trustees select the Director and the Town Manager negotiates salary. Mr. Mandrell, the Town Manager and the Human Resource Officer will meet with the candidate separately from the Trustees interview.

Moved by Ms. Harris, seconded by Mr. Britten, to adjourn the meeting at 8:55 am.

Vote: 5 – 0 in favor

Distributed: Director's Report, Departmental Reports