

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
JANUARY 18, 2011**

Members Present: Elane Mutkoski (Chair), Paula Harris, John Britten, and Laura Sullivan

Staff Present: Carol Jankowski (Director), David Murphy (Head of Reference), Denise Garvin (Head of Circulation) and Deborah Killory (Administrative Assistant)

Also Present: Brooke McDonough and Donna Ryan

The meeting was called to order at 8:05 am in the Setter Room at the Duxbury Free Library.

Minutes of previous meetings

The minutes of the December 16, 2010 meeting were presented. A couple of small changes were proposed.

Moved by Ms. Harris, seconded by Ms. Sullivan, to approve the minutes of the December 16, 2010 meeting as amended.

Vote: 4 - 0 in favor

Chair's Report

Ms. Mutkoski reported that before she retired as Director, Ms. Winquist had checked Massachusetts state law and with the Board of Library Commissioners about the process for filling a vacancy on the Board of Library Trustees. Four residents submitted letters of interest concerning the vacancy: David Philbrick, Elizabeth Stedman, Lamont Healy and Brooke McDonough. With four applicants to interview, the Trustees decided that with a March election approaching, they would let the voters make the determination. As Mr. Britten and Mr. Mandrell are not running for re-election, there will be three new trustees on the Board in April.

Moved by Mr. Britten, seconded by Ms. Harris, to leave the vacant position on the Board of Library Trustees open until the election.

Vote: 4 - 0 in favor

Ms. Harris, as secretary, will send acknowledgement letters to all of the applicants and encourage them to run.

Library Director's Report

Ms. Jankowski noted that the December written report was from Ms. Winquist. She reported that she shadowed Ms. Winquist for two weeks and that they were co-directors for the day on January 7. There has been great assistance and support from the Town throughout the process. Former reference librarian Denise Garvin has been appointed Head of Circulation. Ms. Garvin's former forty hour position will be filled with a nineteen hour position. This is not ideal, but will cover the reference hours that Ms. Garvin had worked. Ms. Jankowski is optimistic that things are getting better for the Town on the financial front and she hopes to fill the position full-time, as well as the empty circulation position, in FY13.

The Director pointed out that Article 7 in the Special Town Meeting within the Annual is to fund salary adjustments of people wrapped back into the personnel bylaw. The Finance Director has asked for numbers from each department. On February 14, Ms. Jankowski will present the budget to the Selectmen.

Policy Review

The Use of Library Policy and the Meeting Room Policy were reviewed; no changes were recommended.

Moved by Ms. Harris, seconded by Ms. Sullivan, to accept the Use of Library Policy and the Meeting Room Policy with no changes.

Vote: 4 - 0 in favor

Mr. Britten left at 8:30

Department Reports

Reports of the Children's, Circulation, Reference and Technical Services Departments were presented. It was noted that business was a little slow in December. Mr. Murphy noted that is was the beginning of research season and that he and Ms. Snoeyenbos were making presentations to the 8th grade classes.

Friends Report

Ms. Sullivan reported that the Friends have raised \$21,255 to date through the membership drive. Planning for the March 20 mini golf fund raiser is well underway.

Long Range Planning Committee Update

The Long Range Planning Committee was scheduled to meet on Thursday, January 20.

The chair adjoured the meeting at 8:35am.

Distributed: Director's Report, Departmental Reports

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