

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 13, 2018**

TOWN CLERK

Members Present: Cristin Mitchell (Chair), Donna Ryan, Craig Bloodgood, and Karen O'Brien  
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), Nancy Denman Head of Children's Services), (David Murphy (Head of Reference), and Deborah Killory (Administrative Assistant)

MAR 20 AM 11:36  
DUXBURY, MASS.

The meeting was called to order at 8:07 am in the Setter Room at the Duxbury Free Library.

**Minutes**

The minutes of the January 9, 2018 meeting were presented.

Moved by Ms. Ryan, seconded by Mr. Bloodgood, to accept the minutes of the January 9, 2018 meeting as presented.

**Vote: 4 – 0 in favor**

**Chair's Report**

Ms. Mitchell said that she is running for re-election and that Leah Petro has also filed papers.

Jane Robbins arrived at 8:09.

**Director's Report**

Ms. Garvin said that she is waiting for an appointment with HR, the Town Manager and the Finance Director to approve the hiring of a full-time Library Associate to fill Elizabeth Ellis' position and, as there is a strong internal candidate currently working 19 hours per week, hiring for the 19 hour position should that candidate be appointed.

The Director met with Nat Taylor of the Finance Committee, who said that the Committee thought the price for the dumpster enclosure was too high and suggested using a chain link fence. She said that with the new location of the dumpsters away from the building, many of the concerns had been addressed and the enclosure was not needed at this time. There have been no indications of any other changes to the proposed FY19 budget.

The tea for the new Director was such a success that the Senior Center is scheduling bi-monthly teas with Library staff. Ms. Denman will attend the April tea, Ms. Gunnerson the June tea, and Ms. Hickey the tea in September.

**Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Mitchell asked if a reading history could be printed out for a patron and used for reader advisory. She was told about the reading history feature which the patron must turn on and to which only the patron had access. Ms. Denman pointed out that Novelist was a reader advisory tool on the Library's website.

**Friends of the Library Report**

Ms. Robbins reported that the Friends had \$60,000 in their coffers. They would like to increase the amount of the scholarship from \$500 to \$1,000 and perhaps offer two. They are discussing starting a teen Friends group. Ms. Garvin will bring a wish list to the next meeting. The group will have a better idea of available funds once they know how much annual maintenance of the Library garden will cost.

**Policy Review**

The Director had no suggested changes to the Safe Child Policy.

Moved by Ms. Robbins, seconded by Ms. Ryan, to approve the Safe Child Policy as written.

**Vote: 5 – 0 in favor**

**Annual Town Meeting**

Annual Town Meeting is March 10; the Director and Chair will attend.

Moved by Ms. Ryan, seconded by Mr. Bloodgood, to adjourn the meeting at 8:30.

**Vote: 5 – 0 in favor**

Distributed: Director's Report, Department Reports, Safe Child Policy