

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 19, 2019**

Members Present: Karen O'Brien (Co-Chair), Leah Petro, Hector Rodriguez, Lamont Healy (remote)
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Suzanne Gunnerson, (Head of Circulation), Jessica Phillips (Head of Children's Services), Larissa DuBois (Young Adult Librarian) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 4:05 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the January 8, 2019 meeting were presented.

Moved by Ms. Petro, seconded by Mr. Healy, to accept the minutes of the January 8, 2019 meeting as presented.

Vote: 4 - 0 in favor

Chair's Report

Ms. O'Brien deferred to the Director.

Director's Report

Ms. Garvin referred to her written report. She reported that the Legislative Breakfast at the Kingston Library on February 1 had been very good and said she hoped some of the Trustees would be able to join her next year.

Department Reports

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

Friends of the Library Report

Ms. Petro said that she will not be able to attend the Friends' meeting on March 5 and asked if someone could go in her place; Mr. Rodriguez will represent the Trustees at the meeting. The Friends are testing a new Best Friends book process at the suggestion of Ms. Hickey who orders the books. The Junior Friends are working with Ms. Phillips in the Children's Department and a pizza party will be held in March to thank them. The membership drive had totaled \$41,000 through the end of 2018 and another \$5,000 was raised in January of 2019.

Policy Review

The Director had suggested a change to the Use of Library Policy. A draft, adding language backing up the staff when a patron must be banned for a period of time, was distributed, as well as sample language from three other area libraries' policies. A discussion ensued about how specific the language should be. Ms. Garvin explained that adding the proposed language backs up what the library has been doing. Usually, issuing a verbal warning with the statement that the patron will be asked to leave the building if the behavior continues, and asking for a name is sufficient. The Trustees agreed that the change, adding the language "Invoke a temporary ban from the building" as the third option should be approved, with the possibility of revisiting the policy again in the future.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to approve the Use of Library Policy as amended.

Vote: 4 - 0 in favor

The Director had no suggested changes to the Safe Child Policy

Moved by Ms. Petro, seconded by Mr. Rodriguez, to approve the Safe Child Policy with no changes.

Vote: 4 - 0 in favor

The Director explained that the staff prepares incident reports when someone is sent out of the building due to behavioral issues or when the staff member feels the Director should know about an issue or when there is a pattern of behavior. A middle school student has been causing disruption in the Library. The Director distributed copies of staff reports, with the student's name redacted, to let the Trustees know the situation. After multiple incidents, conversations with the student's mother, and a warning, the student was banned from the Library for a

week with the proviso that additional problem behavior would lead to a two week ban. Before the week was over, the student reappeared at the library twice in one day and was banned for two more weeks. The Town Manager has been informed of the situation. The idea of drafting a letter from the Trustees backing up the staff on this issue was discussed.

Moved by Mr. Rodriguez, seconded by Ms. Petro, that the Director send a letter to the Theodore Flynn, Chair of the Board of Selectmen on behalf of the Trustees, requesting assistance in enforcing a partial or permanent ban of a minor patron from the Library.

Vote: 4 - 0 in favor

A letter was drafted by the Trustees, printed out, and signed by Ms. O'Brien with all of the Trustees names appearing on the letter, with the Use of Library Policy attached. Ms. Garvin will email the letter to Mr. Flynn. Staff reports on the student were returned to the Director.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to adjourn at 6:05 pm.

Vote: 4 – 0 in favor

Distributed: Director's Report, Department Reports, Use of Library draft policy, Safe Child Policy, use of library language from other libraries, disruptive student documentation, letter to the Board of Selectmen