

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 11, 2019**

Members Present: Lamont Healy, Chair, Jane Robbins, Leah Petro, Hector Rodriguez, Lester Lloyd, and Linda Abelli
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Jessica Phillips (Head of Children's Services), Suzanne Gunnerson (Head of Circulation) Larissa DuBois (Young Adult Librarian) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 4:00 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the May 14, 2019 meeting were presented.

Moved by Ms. Robbins, seconded by Mr. Rodriguez, to accept the minutes of the May 14, 2019 meeting as presented.

Vote: 6 - 0 in favor

Chair's Report

Mr. Healy distributed a sheet outlining the Trustees' duties and responsibilities as listed in the Trustee Pocket Guide. He said that at the next several meetings, there will be an agenda item on Trustees education, with a section of the guide assigned to each member of the Board, to be discussed at successive meetings. Mr. Healy presented the first section, on pages 7, 8, and 11.

Director's Report

Ms. Garvin told the Board that members of the Friends of the Library will attend the October meeting. She passed around a sample of a new library card that is scheduled to roll out in September. A flyer promoting the library's digital services and outlining how to use the New York Times digital edition through the Library's website was distributed.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Petro had attended the Drag Queen Storytime and loved it. The program may be repeated in the fall.

Friends Report

Several longtime members are leaving the Friends Board. One new member has been added and a new President will be chosen in September. Ms. Petro introduced Ms. Abelli as the new Trustees Liaison to the Friends Board. Ms. Garvin pulled objectives and action items that the Friends could help with from the Library's Strategic Plan and gave the packet to the Friends. She would like to meet with officers between Friends' meetings to assist with planning. She will be giving the Friends a wish list at their September meeting. Ms. Abelli reported that the Friends are considering other fundraising possibilities such as house or garden tours.

DFL Inc. Board Meeting

Ms. Garvin reported that the Inc. Board is giving the Library \$84,000 for the coming fiscal year, up \$4,000 over last year. Officers from the past year will continue with Laney Mutkoski remaining as Chair, George Hibbard as Treasurer and Josh Cutler as Secretary.

Policy Review

The Director had no suggested changes to the Friends of the Library Policy except to add a couple of commas in the first sentence to clarify the meaning.

Moved by Ms. Robbins, seconded by Ms. Abelli, to approve the Friends of the Library Policy as amended.

Vote: 6 - 0 in favor

The policy specifies an annual meeting between the Friends and the Library trustees to plan and define goals; the October meeting of the Board of Library Trustee will include this planning session. The Friends should also share their list of goals and objectives with the Trustees.

The Director had no suggested changes to the Gift Policy.

Moved by Mr. Rodriguez, seconded by Ms. Petro, to approve the Gift Policy as written.

Vote: 6 - 0 in favor

The Director had no suggested changes to the Patron Records Policy.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to approve the Gift Policy as written.

Vote: 6 - 0 in favor

Mr. Rodriguez asked if new programs like Beanstack will be included in department reports; Beanstack statistics will be in the Children's Department report. A discussion ensued about the town consultant and the internet. Ms. Gunnerson said that help was needed more on the public facing internet than the staff internet. There continue to be problems with the public internet connection in the midafternoon even on quiet days. Responding to a question, Ms. Garvin explained that there is no connection between the school's internet and the library's system. The possibility of a letter to the consultant was raised. Ms. Garvin will talk to Mary Beth MacQuarrie, the Town's IT Director, about the best way to approach the consultant on the public internet connectivity issue.

Moved by Ms. Robbins, seconded by Ms. Abelli, to adjourn at 4:45 pm.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, DFL Trustees Duties and Responsibilities, Digital Services/NYT flyer, Friends of the Library Policy, Gift Policy, Patron Records Policy