

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 31, 2018**

Members Present: Lamont Healy (Co-Chair), Donna Ryan, Karen O'Brien, Jane Robbins, and Leah Petro
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), and Deborah Killory (Administrative Assistant)

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

Minutes

The minutes of the June 12, 2018 meeting were presented.

Moved by Ms. Ryan, seconded by Ms. Robbins, to accept the minutes of the June 12, 2018 meeting as presented.

Vote: 5 – 0 in favor

Chair's Report

Mr. Healy deferred to the Director.

Director's Report

Ms. Garvin presented her written report. The Director told the Trustees that once again, a book with a diversity theme was hidden in the picture book room. Surveillance camera signs were recommended.

A fulltime Library Associate has resigned and the filling of the position was approved; Ms. Garvin was then told that the position would not be posted immediately. She has been trying to set up an appointment with the HR Director.

The ARIS, the annual statistical report to the state, has been completed. There were no surprises: circulation of physical items is down, while circulation of downloadable formats, both ebooks and eaudiobooks, has increased. Duxbury continues to be a net lender. The State Aid financial report form has just arrived.

Ms. Garvin took a walk with the Laney Mutkoski, the Inc. Board President to look at weeds in the Reading Garden. Ms. Mutkoski plans to attend the next Friends meeting to discuss the weed problem. The Director hopes to get representatives of the Reading Garden Entrance Committee and the Friends, along with Mr. Murphy and the building custodians to address this issue. Ms. Ryan plans to address some rhododendron that are having issues.

The Library has a Programming Committee who will be analyzing attendance at programs and discussing what works in terms of subjects and times.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Mr. Healy asked that a staff page be included in the next Trustees packet with heads of Departments and extensions.

Friends of the Library Report

Ms. Petro reported that the next Friends will be in September and noted that the Duxbury Bay Maritime School setting has been working well as a setting for the author fundraising programs this summer.

Holiday Schedule

The Director reported on the schedule for the upcoming holidays. The Library will close at 5:00 on November 21, the day before Thanksgiving; will be closed on Monday and Tuesday for Christmas Eve and Day and New Year's Eve and Day. The Library will be open on the Sundays preceding these holidays, but no programs will be scheduled.

Old Business

The meeting time for the fall was discussed. The next meeting will be at 4:30 pm on Tuesday, September 11.

Moved by Ms. Robbins, seconded by Ms. O'Brien, to adjourn the meeting at 8:42 am.

Vote: 5 - 0 in favor

Distributed: Director's Report, Department Reports