

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 8, 2019**

Members Present: Lamont Healy, Jane Robbins, Leah Petro, Hector Rodriguez, Lester Lloyd, and Linda Abelli
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), Larissa DuBois (Head of Reference), Suzanne Gunnerson (Head of Circulation) and Deborah Killory (Administrative Assistant)
Friends of the Library Present: Carolyn Loiselle, Shirley Straface, Kittie Marone

The meeting was called to order at 4:04 pm in the Merry Room at the Duxbury Free Library.

Minutes

The minutes of the September 10, 2019 meeting were presented.

Moved by Mr. Rodriguez, seconded by Ms. Robbins, to accept the minutes of the September 10, 2019 meeting as presented.

Vote: 6 - 0 in favor

Chair's Report

Mr. Healy deferred to the Director.

Director's Report

Ms. Garvin welcomed the Friends of the Library and asked the Friends, Trustees and staff to introduce themselves. She announced that new YA Librarian Meghan Yost has started in her position. A new 35 hour position that will include hours in both the Children's and Circulation Departments has been formed following the resignation of a 22 hour library associate in Children's and replacing hours in Circulation lost when a 19 hour position was not filled. Current staff member Laura Sullivan will fill this position.

The brick project on the campus side of the building has been completed; a railing will be added to the walkway up to the building on that side; Mike Botzos will make and install the railing.

Ms. Garvin attended a "This Land" collaboration meeting that included representatives of Plymouth, Duxbury, Kingston, and Pembroke libraries as well as Mandy Precious of the Plymouth UK Royal Theater, which is making a film in the UK in collaboration with elders of Massachusetts. This is a sanctioned project of Plymouth 400 and will be screened at libraries across the state. The libraries will meet again.

The issue of cushions for seating in the reading garden was again raised; the plan is to use yoga mats cut to size; they are weatherproof and inexpensive.

Division Heads Report

A Division Heads Report was distributed. The format is a work in progress. The October report included some statistics. Ms. Hickey noted that Laura Sullivan, a current staff member and former Friend and Trustee, felt that is was a very good snapshot of the Library. Mr. Lloyd agreed.

The new Young Adult Librarian met with the head of the English Department about options for summer reading next year; One Book, One School was being considered for the middle school. Mr. Rodriguez asked that the Trustees be kept posted on what book is chosen.

Friends of the Library Report

Ms. Abelli attended the meeting. The Friends talked about the Library wish list, a membership newsletter, and fundraising. Garden Tours piggybacked on the Plymouth 400 was one option discussed and the Friends may do one author program. On October 26, there will be a national gathering of Friends groups in South Hadley, MA.

Budget Meeting with the Finance Committee

The Director will be meeting with the Finance Committee on October 22. Increasing the hours in the Library Associate position may come up. Ms. Garvin noted that the Administrative Assistant gives her line by line support in reviewing the budget. Mr. Healy asked if the Director wanted Trustees there for support; she did not feel it was necessary.

Friends of the Library Annual Meeting

The Trustees 12 Month Agenda indicates that a meeting with the Friends should occur at the October meeting. The Friends announced that the annual appeal will go out at the end of October. They have changed the letter this year and it will include infographics on the back.

Mr. Healy stated that the Trustees were glad to have the Friends at the meeting, noted how much they do for the Library, and extended a thank you to all of them from the Trustees.

Policy Review

The Director had no suggested changes to the Customer Service Policy. Mr. Lloyd asked about the mission statement at the beginning of the policy and suggested a change to the wording.

Moved by Ms. Robbins, seconded by Ms. Petro, to approve the Customer Service Policy as amended.

Vote: 6 - 0 in favor

The Director had no suggested changes to the Internet Use Policy.

Moved by Ms. Petro, seconded by Mr. Lloyd, to approve the Internet Use Policy as presented.

Vote: 6 - 0 in favor

The Director had no suggested changes to the Social Networking Policy. Mr. Rodriguez expressed a concern that at his company, if staff post on social media about the company, they must identify themselves as employees. He felt that the same should be true for Library staff posting about the Library on social media. Ms. Garvin said that she would check on language to handle this and get some guidance. A vote on this policy was continued to the November meeting.

Mr. Healy noted that Ms. Petro is due to present on her section of the Trustees Manual at the November meeting.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to adjourn the meeting at 4:31

Vote: 6 - 0 in favor

Distributed: Director's Report, Division Heads Report, Customer Service Policy, Internet Use Policy, Social Networking Policy