

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
October 16, 2018**

Members Present: Lamont Healy (Co-Chair), Karen O'Brien, Jane Robbins, and Leah Petro  
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), Suzanane Gunnerson (Head of Circulation), and Deborah Killory (Administrative Assistant)  
Also Present: Laney Mutkoski

The meeting was called to order at 4:35 pm in the Lanman Room at the Duxbury Free Library.

**Appointment with Laney Mutkoski**

Ms. Mutkoski was present as a member of the Inc. Board and the Reading Garden Maintenance Committee to report on the Reading Garden. She noted that the garden was looking fabulous. The Friends of the Library have provided funds to help with the garden clean up in the spring and in the fall. Patty Campbell has helped with the cleanup, removing lost grasses and moving plants to more appropriate locations. Money remaining in the Reading Garden fund was used for the cleanup. The Reading Garden Maintenance Committee, consisting of Shirley Straface of the Friends, Laney Mutkoski and Bill Boyd of the Inc. Board, Donna Ryan of the Trustees, and David Murphy and Denise Garvin of the Library staff, was formed to ensure that the garden is maintained. They plan to have a volunteer day in the summer for maintenance and weeding and Ms. Garvin hopes to enlist Honor Society students to help with weeding. Both the front and back gardens are included in the plan. The Friends have volunteered to take on garden maintenance when they have extra funds on hand and have committed \$3,500 for this year; the amount will be reassessed each year. The Trustees expressed their thanks to Ms. Mutkoski.

**Minutes**

The minutes of the September 11, 2018 meeting were presented.

**Moved** by Ms. Robbins, seconded by Ms. Petro, to accept the minutes of the September 11, 2018 meeting as presented.

**Vote:** 4 – 0 in favor

The minutes of the September 11, 2018 executive session were presented.

**Moved** by Ms. Robbins, seconded by Ms. Petro, to accept the minutes of the September 11, 2018 executive session as presented.

**Vote:** 4 – 0 in favor

Mr. Healy suggested that the Library consider posting a sign at the desk stating that the Library is an equal opportunity employer and asking that employees be treated with respect. Ms. Garvin said that she met with Ms. Gunnerson and Ms. Lamarre to discuss using an all staff meeting for training staff on how to deal with patrons and with each other.

**Chair's Report**

Mr. Healey said that he had talked with Ms. Mitchell and that she will send a letter of resignation to the Board. Ms. Ryan plans to resign as of March. Ms. Garvin will talk to the Town Clerk about Ms. Mitchell's seat and whether it can be filled for the remainder of her term.

**Director's Report**

Ms. Garvin distributed a pocket Trustees' Guide to the Trustees. She noted that the Police Department brought the parking sign back to deal with the issues discussed at the last meeting. Lieutenant Chubb has arranged for the alarm company to assess alarms and security at the Library.

Town Hall gave approval for lending the Ottoman fermin to the Turkish Consulate for 3 – 4 months; the Director is waiting to hear back from the consulate concerning required insurance and dates for the loan. Ms. Garvin was told that the 19 hour circulation will not be filled; the budget is tight and the Police and Fire Departments need more personnel. At the Division Heads meeting, all agreed that it would be okay and they will work together to figure out how to spread the work load.

**Department Reports**

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

**Friends of the Library Report**

Ms. Petro said that the \$3,500 for the Reading Garden will be reviewed annually.

**Digitization and Censorship**

The Library received a complaint about the digitized yearbooks from someone who did not want her photograph included. Staff have been looking at the Collection Development Policy and want to add a line stating that the library opposes any attempt by individuals or groups to censor items in its collection. The agenda of the November meeting will include acting on this.

**Policy Review**

The Internet Use Policy, the Customer Service Policy, and the Social Networking Policy were presented for review. The Director had no suggested changes to any of the policies.

**Moved** by Ms. O'Brien, seconded by Ms. Petro, to approve the Internet Use Policy, the Customer Service Policy, and the Social Networking Policy as written.

**Vote:** 4 – 0 in favor

The next meeting will be Tuesday, November 13 at 4:30 pm

**Moved** by Ms. Petro, seconded by Ms. O'Brien, to adjourn the meeting at 5:13 pm.

**Vote:** 4 - 0 in favor

Distributed: Director's Report, Department Reports, Internet Use Policy, Customer Service Policy, Social Networking Policy