

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
November 12, 2019**

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

The meeting was called to order at 4:02 pm in the Lanman Room at the Duxbury Free Library.

**Minutes**

The minutes of the October 8, 2019 meeting were presented. A spelling correction was made.

**Moved** by Mr. Lloyd, seconded by Ms. Robbins, to accept the minutes of the September 10, 2019 meeting as amended.

**Vote: 5 - 0 in favor**

**Chair's Report**

Mr. Healy noted that parents are still picking up students in the Library parking lot after school. Ms. Garvin said that she will email the police chief about this tomorrow. The Chair also mentioned getting pictures of previous Directors to hang in the Library.

**Director's Report**

Ms. Robbins asked about the information in the written report that the Library did not meet a state aid requirement. Ms. Garvin replied that she had received a phone call from the MBLC (Massachusetts Board of Library Commissioners) office notifying her that the FY20 budget had not met the municipal appropriations requirement. The budget as originally submitted met the requirements, but cuts were made in the payroll amount before Town Meeting due to retirements, reducing the total budget amount below the state requirement. The Library is applying for a waiver based on the fact that the reduction was not a disproportionate cut to the Library budget. If the expected waiver is not granted, a reserve fund transfer could be done to meet the requirement; this is not something anyone wants to do.

FinCom was not happy about increasing the 22 hour Library Associate position to 35 hours.

**Division Heads Report**

A Division Heads Report was distributed. Mr. Healy was happy with the statistics in the report. Exterior signage to publicize events was discussed; an electronic board is being considered.

**Friends of the Library Report**

Ms. Abelli attended the Friends' meeting. She commented on the organization and professionalism of the group. The Friends are considering taking on maintenance of the front garden and picked up most of the items on the Library's wish list. The annual staff appreciation lunch will be on December 17. Fundraising ideas include a beer festivity and a cookbook.

**Plymouth 400th**

The Duxbury 2020 Committee, a nonprofit group, asked to coordinate with the Library and is interested in the history of the Library's history room. The group is publishing a book with twelve essays by historians; book sales will create revenue for the group.

**Inc. Board Meeting**

Ms. Garvin had included information on the meeting in her written report. Josh Cutler of the Inc. Board will be discussing his book at the first Sunday Salon of the year; Mr. Healy will be presenting at a Sunday Salon program as well.

**Policy Review**

At the October meeting, Mr. Lloyd had suggested a change to the wording of the mission statement in the Customer Service Policy. After the meeting, staff realized that the mission statement came from the Long Range Plan and couldn't be changed; the vision and mission statements from that plan were included at the beginning of

the new draft policy. Mr. Lloyd asked if gender identity should be included in the list of protected groups in the policy. It was decided that this was not necessary.

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

**Vote: 5 - 0** in favor

At the last meeting, Mr. Rodriguez expressed a concern that Social Media Policy should include a requirement that Library staff posting about the Library on their social media accounts should identify themselves as staff. Ms. Garvin said that she would check on language to handle this and get some guidance. After conferring with other Library Directors, she concluded that this was not necessary.

**Moved** by Ms. Robbins, seconded by Ms. Petro, to approve the Social Media Policy as amended.

**Vote: 5 - 0** in favor

Mr. Healy asked for the email addresses of the Inc. Board members. The Administrative Assistant will send him that list.

**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, draft Customer Service Policy, Vision Statement and Mission Statement from Strategic Plan for Fiscal Years 2018 – 2022, Social Networking Policy