

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 11, 2018**

Members Present: Lamont Healy (Co-Chair), Karen O'Brien, Leah Petro, and Hector Rodriguez
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Reference), David Murphy (Head of Reference), Suzanne Gunnerson, (Head of Circulation), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 5:01 pm in the Lanman Room at the Duxbury Free Library.

Chair's Report

Mr. Healy had nothing to report and deferred to the Director.

Director's Report

Ms. Garvin reported that there were thirty-seven people in attendance at the fantastic Zelda Fitzgerald program on Sunday and that thirty-eight have signed up for the upcoming John Muratore program.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. In response to a question at the November meeting, Ms. Garvin noted that while the number of people at the library has been decreasing the online usage and wireless access has been high.

Jane Robbins arrived at 5:07 pm.

Friends of the Library Report

Ms. Petro said that the Board is working on a junior membership to the Friends group. Two author fundraising events are planned, one in the spring and one in the summer. Shirley Straface will be the contact for the best friends' books.

Donna Ryan arrived at 5:10 pm

Trustee Representative to the Reading Garden Maintenance Committee

Moved by Ms. O'Brien, seconded by Ms. Petro, to appoint Jane Robbins as the Trustee representative to the Reading Garden Maintenance Committee.

Vote: 6 - 0 in favor

Minutes

The minutes of the November 13, 2018 meeting were presented.

Moved by Ms. Petro, seconded by Ms. Robbins, to accept the minutes of the November 13, 2018 meeting as presented.

Vote: 5 in favor, 1 abstention

Policy Review

Ms. Garvin noted that the Duxbury Free Library By-Laws state that the Trustees will prepare an annual report to the Town; the Director has been doing this report. She asked if the Trustees wanted to see the report before it was submitted. She distributed the FY18 Annual Report. No changes were made to the By-Laws.

Moved by Ms. Robbins, seconded by Ms. O'Brien, to approve the Duxbury Free Library By-Laws as they stand.

Vote: 6 - 0 in favor

Evaluate Board Operations

Terms of the current Board were discussed: Mr. Healy and Ms. O'Brien are up for re-election in 2019; candidates for the remainder of the term of Ms. Mitchell's seat (now held by Mr. Rodriguez) and Ms. Ryan's seat will also be on the ballot in 2019; Ms. Robbins and Ms. Ryan's former seat will be up for re-election in 2020; Ms. Petro and Ms. Mitchell's former seat, now held by Mr. Rodriguez, will be up for re-election in 2021. This was the last meeting for Ms. Ryan.

Moved by Ms. Robbins, seconded by Ms. Ryan, to adjourn at 5:21 pm.

Vote: 6 - 0 in favor

Distributed: Director's Report, Department Reports, Duxbury Free Library By-Laws, FY18 Annual Report to the Town