

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

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

The meeting was called to order at 5:02 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the December 10, 2018 meeting were presented.

Moved by Ms. Robbins, seconded by Ms. Petro, to accept the minutes of the December 10, 2018 meeting as presented.

Vote: 4 in favor, 1 abstention

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

Moved by Ms. O'Brien, seconded by Ms. Petro, to accept the minutes of the December 11, 2018 meeting as presented.

Vote: 5 - 0 in favor

Chair's Report

Mr. Healy noted that Ms. O'Brien will not be running for reelection. He will be running and there will be two open seats, one for a three year term and one for the one year remaining in Donna Ryan's term following her resignation from the Board. The Trustees will encourage interested people to run.

Director's Report

Ms. Garvin invited the Trustees to attend the Legislative Coffee at the Kingston Library on the morning of February 1. Ms. Garvin will be going and will get back to the Trustees with the time. Kudos to Jessica Phillips, Head of Children's Services for planning a drag queen story time on March 9. Ms. Garvin passed the idea by the Town Manager who applauded the plan. Following a hiatus from Sunday programming over the holidays, the author program on January 6 was very successful.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Mr. Healy noted that David Murphy's announcement of his retirement in the Reference report was sad news. He will be missed.

Friends of the Library Report

Ms. Petro said that she had announced the upcoming vacancies on the Board of Library Trustees at the Friends' meeting. The Friends are brainstorming authors for their two fundraising events and working on a junior membership to the Friends group. Mr. Healy said that with the upcoming 400th anniversary of the landing of the pilgrims, a book is being written on Duxbury history. He suggested that the author might be a possibility for an author program. The Friends membership appeal raised \$31,000 in December.

Policy Review

A draft of the Meeting Room Use Policy, as well as an amended Meeting Room application, were distributed. Ms. Garvin explained that the proposed language was added following a Town Risk Management meeting to protect the Town and the Library and increase indemnification. Suggested language was forwarded to the Director by the Executive Assistant to the Town Manager.

Mr. Rodriguez pointed out that the application said that no alcoholic beverages were permitted in the meeting rooms whereas the policy stated that "serving of alcoholic beverages during an event is permitted only at functions sponsored by the Library or its fund-raising affiliate organizations". As the only time alcoholic beverages have been served as described in the policy it was not in the meeting rooms, it was agreed to amend the language on the application to read "Alcoholic beverages may not be served in any library meeting rooms."

Moved by Ms. Robbins, seconded by Mr. Rodriguez, to approve the Meeting Room Use Policy and the meeting room application as amended, including the language in the drafts presented and the additional statement prohibiting the serving of alcohol in the meeting rooms.

Vote: 5 - 0 in favor

Meetings in February, March, and April

Mr. Healy will be available remotely for the next three meetings. In February, the meeting was scheduled for Tuesday, February 12 at 4:00 pm; in March, the Trustees will meet on March 5 at 4:00 pm; in April, they will meet on April 9 at 4:00 pm

Moved by Ms. Robbins, seconded by Ms. O'Brien, to adjourn at 5:40 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Meeting Room Use Policy, Meeting Room Application