

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 8, 2018**

Members Present: Lamont Healy (Co-Chair), Donna Ryan, Jane Robbins, and Leah Petro
Staff Present: Denise Garvin (Director), David Murphy (Head of Reference), Suzanne Gunnerson (Head of Circulation), Jessica Lamarre (Head of Children's Services), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 5:37 pm in the Lanman Room at the Duxbury Free Library.

Minutes

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

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

Vote: 4 – 0 in favor

Chair's Report

Mr. Healy deferred to the Director.

Director's Report

Ms. Garvin presented her written report. Ms. Ryan asked for copies of the 5 year plan for the Trustees.

The Director noted that some new, wider chairs have been ordered for the Merry Room and that ten window screens for use during the in between weather period have been received.

Some new programming is planned including quarterly Community Conversations on current topics; the first will be on transgender issues. Suzanne Gunnerson and Elizabeth Ellis are working on programs for millennials using meet up to reach that audience; Lit at the Library was one idea. Mr. Healy asked if meet up could be used for the library history program. Collaborative programing with the Senior Center is also being discussed including an afternoon in the fall at which seniors can come and get help with technology from teenagers.

Department Reports

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

Friends of the Library Report

Ms. Petro reported that the Friends have a lot of extra money and are giving an extra \$4,000 to the library this year. Some concern was expressed that the group should be spending down more of the funds. The amount needed for garden maintenance, which the Friends are funding, is still uncertain as this will be the first full year that they are taking it on. They plan to increase the amount of scholarship money as well. Three author fundraisers are planned for this year at the Duxbury Bay Maritime School.

Inc. Board Meeting

The Director and Ms. O'Brien attended the meeting. The Board is disbursing \$80,000 to the Library this year. There was discussion of a donation of a bench by the Kemp family; the history of the donation is uncertain. Also discussed was the Conant Award: The Inc. Board gives \$500 each year to the Bumpus Gallery Board to be given by the Gallery to one of the artists whose work was on display during the past year.

Cristin Mitchell arrived at 6:00.

Director's Evaluation

The procedure had been for the Chair to compile a report with input from all of the Trustees and then to meet with the Town Manager to present the evaluation. For the past two years, and again this year, the evaluation is not required by the Town.

Policy Review

The Director had no suggested changes to the Display/Exhibit Policy.

Moved by Ms. Ryan, seconded by Ms. Robbins, to approve the Display/Exhibit Policy as written.

Vote: 5 – 0 in favor

The Director had no suggested changes to the Program Policy.

Moved by Ms. Robbins, seconded by Ms. Ryan, to approve the Program Policy as written.

Vote: 5 – 0 in favor

The Director had no suggested changes to the Volunteer Policy.

Moved by Ms. Petro, seconded by Ms. Mitchell, to approve the Volunteer Policy as written.

Vote: 5 – 0 in favor

The Director had no suggested changes to the 3D Printer Policy.

Moved by Ms. Ryan, seconded by Ms. Mitchell, to approve the 3D Printer Policy as written.

Vote: 5 – 0 in favor

Old Business

An email was received by the Director and the Trustees from a patron with a complaint about staff conduct. The Trustees discussed the situation and decided that a letter should be sent to the patron stating that the email had been discussed at the meeting and that it was the understanding of the Trustees that the patron had discussed the issue with the Director. As had been discussed during that conversation, the Director is the appropriate contact for these concerns. The Director noted that the complaint should be reported at the time it happened so that the situation can be addressed first hand.

Moved by Ms. Robbins, seconded by Ms. Ryan, to adjourn the meeting at 6:23 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Display/Exhibit Policy, Program Policy, Volunteer Policy, 3D Printer Policy