

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 14, 2019**

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

The meeting was called to order at 4:05 pm in the Lanman Room at the Duxbury Free Library.

Mr. Healy asked the Trustees and staff present at the meeting to introduce themselves. Mr. Healy distributed a Trustees Handbook to all of the Trustees.

Election of Officers

Mr. Healy said that he was willing to continue as Chair for another year.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to nominate Mr. Healy as Chair of the Board of Library Trustees.

Vote: 6 - 0 in favor

Moved by Ms. Petro, seconded by Ms. Robbins, to nominate Mr. Rodriguez as Vice Chair of the Board of Library Trustees.

Vote: 6 - 0 in favor

Moved by Ms. Robbins, seconded by Mr. Rodriguez, to nominate Ms. Petro as Secretary of the Board of Library Trustees.

Vote: 6 - 0 in favor

Moved by Ms. Petro, seconded by Mr. Rodriguez, to nominate Ms. Abelli as Trustees Liaison to the Friends of the Library.

Vote: 6 - 0 in favor

Meeting Schedule

The Trustees agreed to continue to meet on the second Tuesday of each month with the exception of July and August. A single summer meeting was scheduled for Wednesday, August 7.

Minutes

The minutes of the March 5, 2019 meeting were presented.

Moved by Ms. Robbins, seconded by Mr. Rodriguez, to accept the minutes of the March 5, 2019 meeting as presented.

Vote: 4 - 0 in favor, 2 abstentions

The minutes of the April 9, 2019 meeting were presented.

Moved by Mr. Rodriguez, seconded by Ms. Robbins, to accept the minutes of the April 9, 2019 meeting as presented.

Vote: 5 - 0 in favor, 1 abstention

Chair's Report

Mr. Healy deferred to the Director.

Director's Report

Ms. Garvin referred to her written report then gave the Trustees a couple of updates. The meeting of the Duxbury Free Library, Inc., Board has been postponed to May 18. The Director said that the Reading Garden sidewalk extension project is scheduled to begin after school gets out. Shawn Dahlen will be doing the landscape portion of the project at cost, DPW will be handling the demolition, and funding of the project will be via moneys raised through the Inc. Board.

In response to a question, the Director reported that there have been no issues to date with the disruptive patron discussed at previous meetings, since the end of the suspension of his library privileges.

A requested capital light project of new chairs for the staff room and the resource room was approved at town meeting. Four chairs from the periodical room and a couch in the Young Adult lounge will be reupholstered using existing funds. Mr. Rodriguez offered any help that the Trustees can give in the budgeting process.

The Long Range Plan had been sent to the Trustees and it was reported that all goals and objectives are on track or ahead of schedule. Mr. Lloyd noted that much of the plan involved outreach and programming seemed to be a big priority for all departments. Ms. Garvin outlined differences between departments: Tech Services focuses on materials and staff do some programming; Circulation does behind the scenes work and creative work with posters and displays; Reference does outreach and programming. An analysis of circulation is planned to see what parts of the collection are used.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Mango Languages was promoted and even though few people came in to register at the desk, there was a 20% increase in usage. It was noted in the circulation report that statistics have gone down a little for physical books, while digital use is increasing.

Friends Report

The next meeting of the Friends will be June 4; they do not meet in July and August. Two new board members will be coming on next month. Fundraising plans continue. A memorandum of understanding will be signed next month after elections. The Friends donated \$15,000 to the Library for materials in the upcoming fiscal year and \$3,500 for reading garden maintenance. Ms. Garvin has given the Friends sections of the strategic plan that they can help with. The Library is finding that programs that are paid for are better attended and the Friends may be able to help with this funding.

DFL Inc. Board Meeting

Ms. Garvin explained for the benefit of new Trustees the role that the Inc. Board plays in financially supporting the Library.

Director's Evaluation

The evaluation will be handled as Ms. Horne of the Human Resources Department directed, with the Trustees filling out forms and returning them to the Chair, not at the meeting.

Policy Review

The Director had no suggested changes to either the Display/Exhibit Policy, the Library Programs Policy, the Library Volunteers Policy, or the 3D Printer Policy.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to approve the Display/Exhibit Policy, the Library Programs Policy, the Library Volunteers Policy, and the 3D Printer Policy with no changes.

Vote: 6 - 0 in favor

Moved by Ms. Robbins, seconded by Mr. Rodriguez, to adjourn at 5:00 pm.

Vote: 6 – 0 in favor

Distributed: Director's Report, Department Reports, Long Range Plan, Display/Exhibit Policy, Library Programs Policy, Library Volunteers Policy, 3D Printer Policy