

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
June 12, 2018**

Members Present: Lamont Healy (Co-Chair), Donna Ryan, Karen O'Brien, and Leah Petro  
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Jessica Lamarre (Head of Children's Services), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:05 am in the Setter Room at the Duxbury Free Library.

**Minutes**

The minutes of the May 8, 2018 meeting were presented.

**Moved** by Ms. Ryan, seconded by Ms. O'Brien, to accept the minutes of the May 8, 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. The Director discussed the staff meeting on the previous day at which the results of the visit from MLS consultants to look at space configuration in the library were reviewed. She noted that two things came out of the staff meeting: we can't be everything to everyone and it is important to remember the entire community, including seniors, in discussing use of space at the library.

Jane Robbins arrived at 8:08.

Division heads will review the now, how, and wow on using space and go back to the staff for more input.

The Director noted that this year's BookBreeze series is off to a strong start with 71 of the 80 places available for the introductory Elin Hilderbrand program on June 18 already taken.

**Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Ryan noted that it was great to hear that the new children's librarian, Marissa Antosh, has been elected chair of the MLA Youth Services Section.

**Friends of the Library Report**

Ms. Petro reported that the Friends were consumed with author events. She noted that the Friends have discretion over when and how they distribute funds to the Library. The next meeting of the group will be in September.

The Trustee agreed that for the summer, 8:00 am is a better meeting time for the group. After some discussion it was decided to schedule the summer meeting for July 31 at 8:00 am in the Setter Room.

**Policy Review**

The Director had no suggested changes to the Friends of the Library Policy.

**Moved** by Ms. Robbins, seconded by Ms. Ryan, to approve the Friends of the Library Policy as written.

**Vote:** 5 – 0 in favor

The Director had no suggested changes to the Gift Policy.

**Moved** by Ms. Ryan, seconded by Ms. O'Brien, to approve the Gift Policy as written.

**Vote:** 5 – 0 in favor

The Director had no suggested changes to the Patron Records Policy.

**Moved** by Ms. O'Brien, seconded by Ms. Petro, to approve the Patron Records as written.

**Vote:** 5 – 0 in favor

**Old Business**

Ms. Mitchell had forwarded to Ms. O'Brien the response she drafted following the May meeting to the complaint discussed at that meeting. Ms. O'Brien sent it to the complainant.

The new Superintendent of Schools will be invited to a future Board of Library Trustees meeting.

**Moved** by Ms. Robbins, seconded by Ms. Ryan, to adjourn the meeting at 8:28 am.

**Vote:** 5 - 0 in favor

Distributed: Director's Report, Department Reports, Friends of the Library Policy, Gift Policy, Patron Record Policy