

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 7, 2019**

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

The meeting was called to order at 4:00 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the June 11, 2019 meeting were presented. A correction was made to the section on the Chair's report.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to accept the minutes of the June 11, 2019 meeting as amended.

Vote: 5 - 0 in favor

Chair's Report

Mr. Healy reported that he and the Director had discussed the steel seating in the garden, which is too hot in the summer and too cold in cold weather to be comfortable. Options to improve this will be investigated, including consulting with the artist.

Director's Report

Ms. Garvin told the Board that Westwinds Bookshop had closed and that Jane Robbins has started a new business, Booked, that will provide books for Library programs. She reported that the sidewalk extension project was scheduled to begin later in the week.

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Discussion ensued about statistics in the reports, particularly in the Circulation report, and some changes were suggested as to how those statistics would be displayed.

With David Murphy retired, building issues are now being handled by all division heads. Issues are reported to the Facilities Department through School Dude software. Each Division Head is responsible for her own area. A follow up system has been developed and a spreadsheet created to track problems. On another building issue, Ms. Garvin reported that an issue with a curb on the campus side of the building, for which capital funds had been voted at a previous year's town meeting, are finally being addressed. A mason has been found who will fix the problem and a railing (another capital article) will also be installed in the middle of the walkway

In response to a question about internet issues, it was reported that the results of the town-wide survey were not in yet. The possibility of replacing old cables to increase bandwidth was discussed.

Friends Report

There has been no meeting since June; the next Friends meeting is scheduled in September.

Trustees Education

Mr. Lloyd reported on the section of the Trustees manual concerning State Laws that govern libraries. He provided a summary of the laws, with particular emphasis on the open meeting law and conflict of interest laws. A link to the open meeting law on the state's website will be forwarded to all Board members along with some information on Conflict of Interest Laws, which require all Town employees and members of boards to be certified biannually. Ms. Petro will be presenting on the next section at the September meeting.

Holiday Schedule

The Director reviewed the schedule for the upcoming holidays. At Thanksgiving, the Library will be close at 5:00 the evening before the holiday, be closed on November 28, and reopen with regular hours the following day; at Christmas, the Library will close at 1:00 on December 24, be closed on Christmas Day, and reopen with regular hours the following day; at New Years, the Library will close at 5:00 on New Year's Eve, be closed on January 1, and reopen with regular hours the following day.

Ms. Garvin distributed an infographic of the ARIS reports to the Trustees. The Massachusetts Board of Library Commissioners has information available on its website about ARIS reports for the whole Commonwealth.

Preliminary FY21 Budget

The Director will be requesting capital light funds for new shades in the study rooms, for power washing the HVAC fence, and for the reupholstering of 3 love seats in the children's room. Bigger items include funding to fill cracks and do repairs to paving in the parking lot and also to replace carpeting in staff offices, the Young Adult area, and the administration hall. Capital requests are due on August 16 and the proposed operating budget is due on August 30.

Moved by Ms. Petro, seconded by Ms. Abelli, to adjourn at 5:20 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Department Reports, Summary of "State Laws" section of the Trustees Pocket Guide, ARIS infographic