

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 10, 2019**

Members Present: Hector Rodriguez, Acting Chair, Leah Petro, 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 4:04 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the August 7, 2019 meeting were presented.

Moved by Mr. Lloyd, seconded by Ms. Abelli, to accept the minutes of the August 7, 2019 meeting as presented.

Vote: 4 - 0 in favor

Jane Robbins arrived at 4:06

Chair's Report

Mr. Rodriguez asked about the cushioning seating in the garden, which was discussed at the last meeting. The Director had talked with Ms. Mutkoski and Mr. Bloodgood for their input. Mr. Bloodgood suggested that yoga mats, which could be cut to size and would be weatherproof as well as inexpensive, might be a solution.

Director's Report

The Director's Report was distributed. Ms. Garvin discussed a Community Resources Open House at the Village at Duxbury that is scheduled for Monday, October 21. A rotating group of staff members will be covering the meeting to provide information on Library resources. Interested Trustees could join in.

She asked if there were any questions on her written report. Mr. Rodriguez commented on the interdepartmental training that was mentioned and noted that it must be helpful for covering other departments. Ms. Garvin said that there were lots of benefits and no pitfalls. The new Young Adult Librarian will spend time at the Children's desk and a Reference Librarian will be working one night per week in Circulation. A thirty-five hour Circulation/Children's position will replace the twenty-two children's hours that Lindsey Rakers had been working before her resignation and some of the nineteen hours in circulation that had been lost in the elimination of a position a year ago.

Division Heads Report

A Division Heads Report was distributed. Ms. Garvin reported the Library was trying a new approach to the monthly reports. Rather than having separate reports for each Division, the four Division Heads have collaborated on one report. This approach will help to show shared goals and avoid repetition.

A circulation statistical report was distributed and a discussion ensued concerning the value of such reports. Ms. Hickey noted that the Division Heads are looking at the granular level with the statistics and will report to the Trustees on major trends. Ms. Garvin felt it was more useful to look at the long range plan, which guides what we do and distribute progress reports on that plan to the Trustees a couple of times a year. Some Trustees felt that statistics help prompt discussion. The idea of making any numbers fit in with the mission was discussed. More work will be done in this area.

A new library card has been introduced and is being promoted with Draco the dragon. Circulating hotspots were discussed and staff will make sure that they are only usable in the US.

Friends Report

Ms. Abelli attended the meeting. The new Co-Presidents are Carolyn Loiselle and Shirley Straface, who are trying to keep the meetings to an hour. The budget was discussed, including possible fundraisers for the new year, with the hope of trying something other than author programs. The next Trustees meeting will be in the Merry Room and the Friends have been invited to be at the meeting.

Trustees Education

Because Mr. Healy was unable to attend the meeting, this agenda item was deferred until November.

Policy Review

The Director had no suggested changes to the Noncertified Libraries Policy.

Moved by Ms. Robbins, seconded by Ms. Abelli, to approve the Friends of the Libraries Policy as presented.

Vote: 5 - 0 in favor

Preliminary FY21 Budget

The Director distributed a draft budget to be returned at the end of the meeting as it has not been approved. She had met with the Town Manager and the Director of Finance earlier in the day and the both were fine with the proposal. It represented a 2.25% increase over the budget for the current fiscal year. Hours were added to the Library Associate position to replace some of the hours lost last year. Cuts had to be made, but the Director submitted a list of priorities to be restored if more money becomes available. Restored funds will go to the materials budget (print and non-print) first.

Annual Report to the Town

The Director distributed the report that she had prepared for the Annual Report. No changes were recommended by the Trustees. She noted that the Trustees have the option to write their own separate report.

Old Business

The current meeting schedule works for everyone. Ms. Garvin reported that a new gate has been installed to the playground area on the side of the new walkway. There are some ADA compliance issues that need to be addressed before the old gate that opens on the parking lot side can be closed.

Moved by Ms. Robbins, seconded by Ms. Abelli, to adjourn at 5:05 pm.

Vote: 5 – 0 in favor

Distributed: Director's Report, Division Heads Report, Noncertified Libraries Policy