

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 11, 2018**

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

The meeting was called to order at 4:35 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the July 31, 2018 meeting were presented.

Moved by Ms. Ryan, seconded by Ms. Petro, to accept the minutes of the July 31, 2018 meeting as presented.

Vote: 4 – 0 in favor

Chair's Report

Mr. Healy expressed concern that the past issue in the parking lot, parents using the lot to pick up their children after school without having to wait in line, is happening again. The Director will contact the police department and ask that the electronic sign be posted and that a cruiser be present to direct parents away library parking for pick up children after school.

Ms. O'Brien arrived at 4:36 pm

Mr. Healy also expressed concern that the "yellow brick road" in the lower level foyer is very dirty. Ms. Garvin noted that mats are used to cover it at the entry in the winter and spring and she will look into cleaning options for this carpet.

Director's Report

Ms. Garvin presented her written report. She had received a letter from the Turkish consulate asking if the consulate could borrow a Turkish *fermin* owned by the Library, for a couple of months. The Director had conferred with the Head of Reference and agreed that the loan was appropriate. The letter was circulated among the Trustees.

The Director reported that she had met with Town Manager René Read and Director of Finance John Adams to discuss her proposal for the FY20 budget. She had increased the lines for electricity and water as the amounts had been insufficient the last couple of years, increased the amount for the OCLN assessment by 3%, and increased the budget for both print and non-print. In the course of the meeting, the amount of increase in the materials lines was reduced but the other increases were kept in place.

An all staff meeting had been held the previous day with a presentation by the Deputy Police Chief Stephen McDonald on active shooter training. It was suggested that there be an assessment of the alarm system and of the location of panic buttons. A Stop the Bleeding class will be scheduled with the Fire Department,

Department Reports

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Mr. Healy liked the organizational chart that was included this month.

Friends of the Library Report

Ms. Petro reported that the Friends will be sending out their annual appeal letter in October. The annual amount of \$3,500 for the Reading Garden will be reviewed at a future meeting. The Director had spoken with Shirley Straface of the Friends about this and the recently formed Reading Garden Maintenance Committee will be working on it. The Friends had had a balance of \$65,000 which is now down to \$47,000.

Policy Review

The Director had no suggested changes to the Non-Certified Library Policy.

Moved by Ms. O'Brien, seconded by Ms. Petro, to approve the Non-Certified Library Policy as written.

Vote: 5 – 0 in favor

The **FY20 Budget** and the **Reading Garden Maintenance Update** had already been discussed in the Director's Report and the Friends of the Library Report

Moved by Ms. O'Brien, seconded by Ms. Petro, to go into Executive Session at 4:50 pm to discuss complaints brought against a public employee, and then to reconvene in regular session.

Vote: Ms. O'Brien, Ms. Ryan, Ms. Robbins, Ms. Petro and Mr. Healy voted in favor

Moved by Ms. O'Brien, seconded by Ms. Ryan, to adjourn the Executive Session to regular session at 5:40 pm.

Vote: Ms. O'Brien, Ms. Ryan, Ms. Robbins, Ms. Petro and Mr. Healy voted in favor

Old Business

The meeting time for the next meeting was set for 4:30 pm on Tuesday, October 19.

Mr. Healy and Ms. O'Brien will be up for re-election in March; Ms. Mitchell will be resigning her seat.

Moved by Ms. Robbins, seconded by Ms. Petro, to adjourn the meeting at 5:45 pm.

Vote: 5 - 0 in favor

Distributed: Director's Report, Department Reports, Non-Certified Library Policy