

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
November 13, 2018**

Members Present: Lamont Healy (Co-Chair), Karen O'Brien, Jane Robbins, and Donna Ryan  
Staff Present: Denise Garvin (Director), David Murphy (Head of Reference), Suzanne Gunnerson, (Head of Circulation), Jessica Phillips (Head of Children's Services) and Deborah Killory (Administrative Assistant)

The meeting was called to order at 4:42 pm in the Lanman Room at the Duxbury Free Library.

**Minutes**

The minutes of the October 16, 2018 meeting were presented.

**Moved** by Ms. Robbins, seconded by Ms. O'Brien, to accept the minutes of the October 16, 2018 meeting as presented.

**Vote:** 4 – 0 in favor

**Chair's Report**

Mr. Healey said that the Board will discuss the vacancy under new business. He had nothing further to add.

**Director's Report**

As Leah Petro, the Trustees Liaison with the Friends was not at the meeting, Ms. Garvin reported for her. The Friends will be sending out invitations via email to their annual holiday luncheon scheduled for Tuesday, December 11 from 12:00 to 2:00. The Library collaborated with the Senior Center on the Booked for Lunch programs at the Senior Center. The staff had a wedding reception earlier in the day for Jessica Phillips, formerly Jessica Lamarre, who was married recently.

Ms. Garvin was happy to report that following the Inc. Board meeting the Reading Garden Committee announced that they will be donating funds to connect the schools and playground area to the Garden so that children can safely pass through this area without having to walk in the parking lot. Patrick Brennan, Shawn Dahlen, and Craig Bloodgood met with the Director to discuss the options for this project.

**Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Ryan commented on the good work going on at the Library and Mr. Healy asked if the number of people using the library has been increasing. Ms. Garvin said that she can research this.

**Friends of the Library Report**

The Director covered this in her report. It was reported that the annual fundraising letter had gone out.

**Filling a Board Vacancy**

Mr. Healy told the group that Hector Rodriguez, a longtime Duxbury resident and frequent library user, is interested in filling the vacancy left by Cristin Mitchell's resignation from the Board due to family health issues. Mr. Rodriguez is a UC Berkley graduate who worked in libraries while in college. He has worked for Verizon for 24 years and raised his two children in Duxbury. Ms. Ryan will be resigning her seat as well because of a job change. Mary McCarron, a long time Duxbury resident and library user who worked in the Town Clerk's office before her retirement and is currently a volunteer at the Library, is interested in filling Ms. Ryan's vacancy until the March election.

The Board agreed that they would like to begin the process of appointing Mr. Rodriguez to fill the vacancy created by Ms. Mitchell's resignation and Ms. McCarron to fill the vacancy created by Ms. Ryan's resignation, until the next election at the end of March, 2019, at which time their names could appear on the ballot. The Trustees will send a letter to the Board of Selectmen within a month of the date of the resignation letters. Within a week of the reception of this letter, the Trustees and the Selectmen will take a roll call vote to make the appointments through the next election.

Mr. Healy and Ms. O'Brien's terms will expire at the end of March, 2019. Mr. Healy will be running for re-election in 2019 and Ms. O'Brien has not yet decided if she will run again.

**Inc. Board Meeting**

This matter was already covered in the Director's report.

**Long Range Plan Update**

The Director supplied the Trustees with an updated copy of the Long Range Plan showing the status of Goals, Objectives, and Actions. The Trustees expressed amazement at all that had been accomplished.

**Proposed Change to the Collection Development Policy/Digitization and Censorship**

At the last meeting, the Board discussed adding a line to the Collection Development Policy in the **Intellection Freedom and Access** section stating that "The Library opposes any attempts by individuals or groups to censor items in its collection" in response to a request by a patron to have a photo removed from a digital yearbook.

**FY20 Budget Update**

Ms. Garvin met with the Finance Committee to discuss the FY20 budget. The meeting went well and included many questions. There were slight increases to the utilities, print, and non-print lines and no cuts to the salary and wages line. The nineteen hour position formerly held by now full-time Library Associate Heather Staples and custodial were discussed.

The next meeting will be Tuesday, December 11 at 5:00 pm. This will be the last meeting for Ms. Ryan.

**Moved** by Ms. Robbins, seconded by Ms. Ryan, to adjourn at 5:18 pm.

**Vote:** 4 – 0 in favor

Distributed: Director's Report, Department Reports, Cristin Mitchell's resignation letter, Hector Rodriguez's letter of interest in vacancy, Long Range Plan update, draft change to Collection Development Policy