

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
January 9, 2018**

Members Present: Cristin Mitchell (Chair), Lamont Healy, Donna Ryan, Craig Bloodgood, Karen O'Brien and Jane Robbins

Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), David Murphy (Head of Reference), Suzanne Gunnerson (Head of Circulation), and Deborah Killory (Administrative Assistant)

The meeting was called to order at 8:07 am in the Setter Room at the Duxbury Free Library.

The Chair welcomed the new Director to "the square table" and said that the Trustees were here for her.

### **Minutes**

The minutes of the December 12, 2017 meeting were presented.

**Moved** by Ms. Robbins, seconded by Mr. Healy, to accept the minutes of the December 12, 2017 meeting as presented.

**Vote:** 6 – 0 in favor

### **Chair's Report**

Ms. Mitchell said that there had been a water leak crisis in the building which the Director would address in her report. She stated that she is running for re-election while Mr. Bloodgood is not. The Town Clerk said that to date no one has filed papers for the open seat.

### **Department Reports**

Reports of the Children's, Circulation, Reference, and Technical Services Departments were distributed. Ms. Mitchell noted that the Reference Department report mentioned ongoing heating issues in the building; Mr. Murphy said that he believed Ms. Garvin would report more on this in her Director's report.

### **Friends of the Library Report**

Ms. Ryan noted that the Friends had been working on their website and that there had been discussion of the Friends working with the Library's Marketing Committee to coordinate on publicizing Library events. Fundraising is going very well. There was a discussion about the financial philosophy; while the Inc. Board builds up reserves, the Friends purpose is to raise money for the Library to spend. The Chair suggested that perhaps the Friends should be asked for an increase in the annual amount for materials; the Director suggested that there may be a special project that they could fund. Ms. Robbins pointed out that the Friends have taken on the funding of the garden maintenance.

### **Director's Report**

Ms. Garvin introduced Suzanne Gunnerson as the new Head of Circulation. Ms. Gunnerson will be unable to attend most Trustees meetings because she will be scheduled to work on Tuesday evenings. The new website is up and the cost was just under \$600.00. There was a burst sprinkle on a stairway; the building had to be closed because the sprinkler system had to be turned off. The Facilities Manager got right on it and there was no damage to the building, no insurance claim had to be filed.

The legislative event this year will be in the evening in February; the Director distributed invitations to this event to the Trustees. The Town is holding harassment prevention training which is required for all employees and board members. Ms. Mitchell will forward the Trustees training schedule to Human Resources.

Temperatures in the building have been cold as the heating system struggles to keep up with the cold temperatures. Two space heaters are being purchased to ensure that all areas can be kept warm when there are issues with the heat. The size, age, and layout of the building contribute to the problems.

### **Policy Review**

The Director had no suggested changes to the Meeting Room Use Policy or to the Use of Library Policy.

**Moved** by Mr. Healy, seconded by Ms. O'Brien, to approve the Meeting Room Use Policy as written.

**Vote:** 6 – 0 in favor

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

**Vote:** 6 – 0 in favor

**FY19 Budget**

The Director had been told by the Town Manager that no issues have been raised.

The Senior Center will be holding a welcome tea for the Library Director on January 25 from 1:00 to 2:30. The Life Reimagined program scheduled to be held on January 28 has been canceled as the program is now defunct.

**Moved** by Mr. Healy, seconded by Ms. O'Brien, to adjourn the meeting at 8:35

**Vote:** 6 – 0 in favor

Distributed: Director's Report, Department Reports, Use of Library Policy, Meeting Room Use Policy