

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 12, 2020**

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

The meeting was called to order at 4:05 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the January 14, 2020 meeting were presented.

Moved by Ms. Petro, seconded by Ms. Robbins, to accept the minutes of the January 14, 2020 meeting as presented.

Vote: 5 - 0 in favor

Chair's Report

Mr. Rodriguez deferred to the Director.

Director's Report

Ms. Garvin told the Trustees that Ms. DuBois had spoken at the Legislative Reception in Plymouth and did the Library proud. Work has begun on the FY23 – FY27 Long Range Plan. It is a long process and they are getting a jump start on it. In March, the all staff meeting will cover the state aid process and budgeting. The Friends of the Library are underwriting the successful Sunday Salon Series this year. People attending the Sunday programs have been donating to the Friends.

The Director attended a meeting about the "This Land" movie. Forty communities across the state are involved in the process and will all be using standardized publicity and be doing the initial showings of the film simultaneously. The film is for ages 13 and up; a kids' version may be made later.

The handicap accessible sidewalk to the playground has been paved by the DPW and the first parking space will be designated as a handicapped space. Once the space has been painted and the sign erected, the new gate to the playground will officially open. Mr. Rodriguez asked if the sign will use the new logo, which conveys a better message. Ms. Garvin will check on this.

Mr. Lloyd asked about the Community Conversation programs. Ms. Garvin explained that these programs deal with subjects that are timely, topical and hot button issues, such as the Ask a Muslim program. The Continuing the Conversation sessions began at the request of some attendees at the White Privilege Conversation who wanted to continue to discuss this topic.

Departmental Report

The Division Head report was distributed. Ms. Dubois reported that she and Ms. Gunnerson had recorded PSAs (public service announcements) at the PAC. The process was very efficient and PAC TV personnel offered to come to programs at the Library.

Ms. Phillips said that the Junior Friends group are planning a book sale in April and are very excited about it, brainstorming on things that could be added to the day such as a popcorn machine or a food truck. The funds will be used for a program that the Jr. Friends will host.

Ms. Hickey reported that she is happy to have her department fully staffed again with the hiring of Ashley Silverstein; Joy Kowenhoven is doing a great job training her.

Suzanne told the Board about a new Short Story Book Club that she has initiated. Meetings will take place at the Chestnut Street Grill at noon on the last Monday of each month. The stories can be accessed online.

Mr. Lloyd has noticed that digital checkouts had decreased over the past few months and wondered why. One explanation is that Hoopla, a popular streaming app, has been going over the budgeted monthly amount and has had to be cut back. There is no money to expand the program this year. Another explanation is that some publishers have been increasingly restrictive with libraries' ability to purchase new ebooks. Mr. Rodriguez noted that wifi access seems to have improved. He asked if active ethernet ports could be identified.

Friends Report

Junior Friends membership is currently at 22 Alden students and 67 Chandler students. The Elin Hilderbrand event at Island Creek Oysters has been canceled as a result of a decision by her publisher. Possible fundraising options being discussed include a Cinco de Mayo event, a beer festival, a cookbook, or merchandising. The Friends are in the midst of a Love Your Library campaign. Ms. Petro said that patrons have been asking how to donate to the Friends and it was suggested that bookmarks with this information be available at the circulation desk and at events, such as the Sunday Salons. Ms. Abelli will talk to the Friends about the idea.

Policy Review

The Director had one suggested change to the Safe Child Policy, the removal of the words “after a second warning” in guideline #7.

Moved by Ms. Petro, seconded by Mr. Lloyd, to approve the Safe Child Policy as amended..

Vote: 5 - 0 in favor

Ms. Garvin noted that elections are coming up in March and that Ms. Abelli is running again; no one is running for the open seat. Dora Bustos planned to run and had pulled papers, but due to illness was unable to obtain the required signature. She is still interested in serving on the Board and is considering a write-in campaign.

Ms. Abelli attended the Legislative Reception and told the Trustees that Ms. DuBois had been articulate and inspirational. Les Ball of the Board of Library Commissioners had talked about advocating for libraries both at the state and local level. April 2 is Legislative Day at the State House. Discussion ensued about ways for Trustees to get important dates to their phone calendars. Town Meeting is March 14.

The next meeting is scheduled for March 10.

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

Vote: 5 – 0 in favor

Distributed: Director’s Report, Departmental Report, Safe Child Policy draft