

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
March 10, 2020**

TOWN CLERK
2020 MAY 20 AM 11:38
DUXBURY, MASS.

Members Present: Hector Rodriguez (Acting Chair), Jane Robbins, Leah Petro, Lester Lloyd, and Linda Abelli
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), Jessica Phillips (Head of Children's Services), Larissa DuBois (Head of Reference), Suzanne Gunnerson (Head of Circulation) 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 February 12, 2020 meeting were presented.

Moved by Mr. Rodriguez, seconded by Ms. Robbins, to accept the minutes of the February 12, 2020 meeting as presented.

Vote: 5 - 0 in favor

Chair's Report

Mr. Rodriguez thanked the Director for sending the draft email for Trustees to send to Legislators encouraging support for libraries. Ms. Abelli suggested that a similar email could be sent to local government officials.

Director's Report

Ms. Garvin's report was distributed. Trustees supported the new restroom signs and the new handicapped parking signs. She reported that she had met with the Town Manager and Human Resources officer about the Covid 19 virus. Custodians will increase sanitizing in the building. Town Meeting is still scheduled for March 14. The Director and Division Heads are looking ahead and thinking about what to do if staff starts to be ill with the virus. Governor Baker today declared a State of Emergency in Massachusetts.

Division Heads Report

A Division Heads Report was distributed. Ms. Gunnerson said that they are thinking of ways that the Library can be valuable to the Town. One possibility is through the Recycling Dividends Program that makes the town eligible for extra money if it have a tool lending library. The Town could get as much as \$1,100. The Library is already circulating several items on the list. Ms. Hickey said that she was pleased that the Friends have agreed that Best Friends items do not need to have a nameplate in a book with the donor's name. This will allow the Library to include e-book and e-audiobooks in the Best Friends collection. Ms. Phillips noted that attendance at February programs was better this year than last year. Ms. DuBois reported that there had been a lot of movement on the upper level with all nonfiction now together on one side and preparation underway for a planned increase in the graphic novel collection.

Friends of the Library Report

Ms. Abelli attended the meeting. The Friends will be making new bookmarks to encourage membership. Various fundraising ideas are being discussed including a Cinco de Mayo Eve event. Elin Hilderbrand is still hoping to schedule an event, perhaps in October. The Love Your Library campaign has been going very well.

Town Meeting

Town meeting is scheduled for Saturday, March 14. The budget listed in the warrant is as expected. An All Staff meeting last weekend centered on State Aid and the budget. Suggestions were made for a "going forward" campaign, with the idea of a tag line about the fact that the Library has something for everyone. Planning will begin after Town Meeting. Ms. Abelli suggested that members of the Finance Committee be invited to come and see the Library, perhaps in June. Mr. Lloyd suggested photographs of the full parking lot be included.

Town Elections

Town elections are scheduled for March 28. Dora Bustos is planning a write in campaign as she was unable to obtain signatures due to illness after taking our papers.

Policy Review

The Director had no suggested changes to the Community Information Policy.

Moved by Ms. Petro, seconded by Mr. Lloyd, to approve the Community Information Policy as presented.

Vote: 5 - 0 in favor

Moved by Ms. Robbins, seconded by Ms. Petro, to adjourn the meeting at 4:40

Vote: 5 - 0 in favor

Distributed: Director's Report, Division Heads Report, Section of RDP Dividends Program, Community Information Policy