

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 10, 2019**

Members Present: Hector Rodriguez (Acting Chair), Leah Petro, 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 4:03 pm in the Lanman Room at the Duxbury Free Library.

Minutes

The minutes of the November 12, 2019 meeting were presented.

Moved by Ms. Petro, seconded by Mr. Lloyd, to accept the minutes of the November 12, 2019 meeting as presented.

Vote: 4 - 0 in favor

Jane Robbins arrived at 4:05 pm.

Director's Report

Ms. Garvin's written report was distributed. She reported that she had met with DPW Director Peter Buttkus and some stepping stones from the walkway to the right of the staff entrance will be taken up and that section of walkway will be paved. A short walkway to the new gate to the playground will also be paved, making access to the playground ADA compliant. A Trustee noted that some high school students are parking in the library parking lot during the day and some parents are continuing to pick up children after school in the Library parking lot. Ms. Garvin will contact the police concerning reposting the electronic sign.

Mr. Rodriguez asked about the wellness program, planned for the new year. Ms. Garvin said that this program include workshops on self-care, such as the use of essential oils.

Mr. Healy arrived at 4:12 pm.

Division Heads Report

A Division Heads Report was distributed. Mr. Rodriguez asked each Division Head to talk about one thing from the report. Ms. Dubois reported on a new instructional database, Niche Academy, that is less expensive than Lynda.com, which has not been used enough to justify its cost. The new database will allow staff to make and add instructional videos geared to equipment and programs that the Library owns. Ms. Gunnerson talked about a program run by two circ staff members that was targeted at book clubs. A representative from Penguin talked about lesser known books that are good for discussion. Ms. Hickey noted that she had been to a performer showcase with ideas for library programming.

Friends of the Library Report

Ms. Abelli attended the Friends' meeting. She reported that the Friends have had a good initial response to their fundraising letter. She reminded the Trustees that they are invited to the Friends staff appreciation luncheon on the 17th. The Friends discussed possible fundraising activities: one author event with Elin Hilderbrand, a high tea in the reading garden, a beer festival, and a cookbook.

Policy Review

The Director had no suggested changes to the Duxbury Free Library By-Laws.

Moved by Mr. Healy, seconded by Mr. Lloyd, to approve the Duxbury Free Library By-Laws as presented.

Vote: 6 - 0 in favor

Evaluation of Board Operations

There were no concerns addressed.

Trustee Education

Ms. Robbins presented her summary of the section of the Trustee Pocket Guide on Trustee Responsibilities. Ms. Petro presented her section on Massachusetts Laws Pertaining to Libraries. Ms. Petro had

done some research and found two articles that she might be more helpful to new Trustees: *Tools for Trustees* and *Five Leadership Roles for Library Trustees*. The summaries and the articles were distributed. The remaining two sections, those of Ms. Abelli and Mr. Rodriguez, will be presented at the next meeting.

Policy Review

At the November meeting, Mr. Lloyd asked if gender identity should be included in the list of protected groups in the policy. It was decided that this was not necessary. After further discussion among the staff, Division Heads had decided that the inclusion of this language was a good idea; the new draft included gender identify among the protected groups

Moved by Mr. Healy, seconded by Mr. Lloyd, to approve the Customer Service Policy as amended.

Vote: 6 - 0 in favor

Also under old business, the Director told the Trustees that the Plymouth 400th video, *This Land*, which is being filmed in Plymouth, England, will be screened simultaneously throughout Massachusetts on June 24, 2020 at 6:00 and on June 27, 2020 at 2:00. Thirty-three Wampanoags will be traveling to England to take part in the filming.

Ms. Garvin also reported that the Finance Committee is holding the Library budget.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to adjourn the meeting at 4:31

Vote: 6 - 0 in favor

Distributed: Director's Report, Division Heads Report, Duxbury Free Library By-Laws, Trustees Pocket Guide Summaries of pages 10 & 11, and 15 & 16, *Tools for Trustees*, *Five Leadership Roles for Library Trustees*, draft Customer Service Policy,