

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

TOWN CLERK

2020 JUN 10 AM 10:51

Members Present: Lamont Healy (Chsir), Hector Rodriguez, 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)  
Also Present: Dora Bustos

The meeting was called to order at 4:05 pm, Remote Zoom Meeting.

**Minutes**

The minutes of the March 10, 2020 meeting were presented.

**Moved** by Mr. Rodriguez, seconded by Ms. Petro, to accept the minutes of the March 10, 2020 meeting as presented.

**Vote: 5 - 0 in favor, 1 abstention**

**Chair's Report**

Mr. Healy deferred to the Director

**Director's Report**

Ms. Garvin's report was distributed. Ms. Petro noted that eight members of the Library staff had been furloughed and asked if they would be rehired. Ms. Garvin replied that is the plan. The Director noted that at the Town COVID-19 meeting last week, Governor Baker's plan was not discussed. She is hoping to start to get staff into the building soon, but that patrons would not be returning for a long time, emphasizing the importance of making sure that everyone will be safe. She is hoping that the Library will be able to open up for curbside pickup before long as part of the START phase, perhaps as soon as the end of next week. She noted that the constantly changing information makes planning difficult.

Funds in the operating budget have been frozen indefinitely. Every library in the state will be in the same situation, unable to finish FY20 spending and with reductions to the FY21 budget.

The staff has been excellent at continuing any services that we can. A cart with Friends books that normally would be in the book sale room is now available at making books available at no charge outside the lower level entrance. Virtual programming has continued as well as virtual staff meetings. Ms. Garvin noted that the staff deserves a lot of credit for keeping the library open even while the building is closed.

Dora Bustos who is running for the open position on the Board of Library Trustees joined the meeting; the Trustees and staff introduced themselves.

**Friends of the Library Report**

Ms. Abelli attended the online meeting. Most of the Friends' plans are on hold. They have received \$2,900 in membership fees for Best Friends books. Junior memberships are on hold and planned author programs are on hold. Work continues on the cookbook and Trustees and staff were encouraged to send in recipes. A possible high tea in the fall is being discussed. An Eagle Scout has been in touch with the Friends about setting up library boxes around town. Ms. Abelli noted that the Friends are emphasizing "friendraisers" rather than fundraisers right now.

**Division Heads Report**

A Division Heads Report was distributed. Mr. Lloyd asked Ms. Hickey if the Library has sufficient digital checkouts to satisfy demand. She responded that she would be looking at holds lists to determine what titles she may need to purchase. She noted that she has been unpacking boxes of backordered books and that ebooks and eaudiobooks are being ordered. Ms. Phillips has been working on summer reading, using both Beanstalk and a bingo log that will be published in the Clipper for those who prefer a physical log to an online one. She has been doing virtual storytimes and dealing with associated copyright issues.

Ms. Gunnerson noted that all of her staff has been furloughed. She has been going into the Library on Saturdays, checking in returns and shelving. She has added seeds for the annual seed exchange to the Friends

book cart outside. She is also working with Ms. Ellis on a weekly zoom craft sessions and continuing weekly staff zoom meetings to keep in touch. Ms. Robbins said that, recently, her holds requests have been denied and asked why. Ms. Gunnerson noted that local holds only can be placed. Ms. Garvin explained that there has been no delivery for the past several weeks and that when delivery starts up there is concern that too many backed up holds will clog up the delivery system when it begins again. Ms. Bustos suggested that a message be placed somewhere on the website explaining this. Ms. Garvin said that she will be attending an OCLN EBoared meeting and will suggest this.

Ms. Dubois reported that the Division Heads report included digital circulation, demonstrating just how much is going on, particularly with Kanopy. A call-in reference service has been started. All calls coming into the building are now going to one mailbox and Ms. DuBois, as well as the four union librarians are each manning a day and this system allows them to work from home without giving out their cell phone numbers. On the first day of this service, Ms. Eggimann received a call from the Plymouth Coalition for the Homeless and worked with them to set up library accounts.

### **COVID-19 Update**

This topic was already covered in the Director's Report.

### **Inc. Board Meeting**

Ms. Garvin reported that a new member, Jane Bradley's daughter Claire Gochal, was welcomed to the Board. The Inc. Board provided the Library with \$85,500 for FY21.

### **Sunday Schedule**

Ms. Garvin has already begun booking Sunday Salon programs. She proposed twenty consecutive Sundays beginning November 15 as the FY21 Sunday schedule.

**Moved** by Ms. Robbins, seconded by Ms. Abelli, to approve the FY21 Sunday schedule as proposed.

**Vote:** 6 - 0 in favor

### **Policy Review**

The Director had no suggested changes to the Display of Art, Bumpus Gallery Agreement, Display/Exhibit, Library Program, Library Volunteer, or 3D Printer Policies.

**Moved** by Ms. Petro, seconded by Mr. Rodriguez, to approve the Display of Art, Bumpus Gallery Agreement, Display/Exhibit, Library Program, Library Volunteer, and 3D Printer Policies as presented.

**Vote:** 6 - 0 in favor

Ms. Garvin presented a draft Safer Space for Library Users Policy in response to the COVID-19 pandemic. Mr. Healy suggested stronger language in line 9, changing "may be asked to leave the library", The sentence will be changed to read "Anyone exhibiting signs of illness such as sneezing and coughing, or who does not adhere to the other safer spaces guidelines may be required to leave the library" to allow some discretion on the part of staff.

**Moved** by Mr. Lloyd, seconded by Ms. Robbins, to approve the Safer Spaces for Library Users Policy with the proposed change in wording in section 9.

**Vote:** 6 - 0 in favor

### **Town Meeting**

Town meeting is now scheduled for June 13 and town elections will be two weeks later on June 27.

### **Town Elections**

Town elections are now scheduled for June 27.

Ms. Abelli reminded Trustees of Virtual Legislation Day. She has registered and said that twenty-four seats are still available.

**Moved** by Ms. Petro, seconded by Ms. Abelli, to adjourn the meeting at 4:57

**Vote:** 5 - 0 in favor

Distributed: Director's Report, Division Heads Report, Display of Art Policy, Bumps Gallery Agreement Policy, Display/Exhibit Policies, Library Program Policy, Library VolunteerPolicy, 3D Printer Policy, Draft Safer Space for Library Users Policy