

**DUXBURY FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
June 9, 2020**

TOWN CLERK

2020 AUG 25 PM 2:09

DUXBURY, MASS.

Members Present: Lamont Healy (Chair), 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)

The meeting was called to order at 4:04 pm, Remote Zoom Meeting.

**Minutes**

The minutes of the May 12, 2020 meeting were presented. A typographical error was corrected.

**Moved** by Ms. Robbins, seconded by Mr. Lloyd, to accept the minutes of the May 12, 2020 meeting as amended.

**Vote:** 6 - 0 in favor

**Chair's Report**

Mr. Healy expressed his hope that the Library will be able to open soon and also his opinion that the Library should go full force into technology.

**Director's Report**

Ms. Garvin's report was distributed. A question was asked about the OCLN E-Board. The Director explained that it was the executive council. Mr. Healy asked what percentage of the Town budget the library budget is, exclusive of the public safety departments,

Ms. Garvin reported that custodian Jim Koury is off of workers comp and will be coming in to clean on Tuesday, Wednesday and Thursday evenings. There is no date at this time for the return of furloughed staff. Curbside is going well and the Library is hoping to introduce new services including printing for patrons who do not have printers and offering small collections of books that patrons can browse without going in to the library proper.

The Town reopening committee met on June 5. It was decided that the public facing departments – the Senior Center, Town Hall and the Library – should move together as a town, not opening too quickly and having PPE, sanitizer, and plexiglass screens in place before opening. The hope is to open sometime in July, with an emphasis on keeping staff safe.

Ms. Killory is retiring at the end of the month and there is a possible internal candidate. This could result in filling the position more quickly. She has offered to continue to stay on part time after retirement.

Ms. Robbins asked about the fact that curbside is only books owned by the Library. Ms. Garvin explained that delivery has not yet restarted. A trial run is being conducted with four libraries that move the most materials. Once delivery starts up, for the first couple of weeks Optima, the delivery company, will only be picking up materials that have been waiting since March before delivery starts up again. Ms. Robbins also asked about problems she had recently experience with Overdrive. Ms. DuBois explained that the system had crashed but is back up.

**Division Heads Report**

A Division Heads Report was distributed. Mr. Rodriguez asked for verbal reports with highlights for each department. Ms. DuBois said that a reference phone service is up and running, handled by four librarians working from home. Usage of the service is increasing. She has also been working with the other Division Heads and the Director on curbside pickup. She has put together pdf guides on books about antiracism.

Ms. Gunnerson has no staff right now in the circulation department as they are all furloughed. She goes in twice a week to process returns, put items back on the shelf, and is working with tech services to start processing services.

Ms. Hickey said that half of her department is furloughed, but fortunately Ms. Eggimann was at one time a library associate in tech services and has been processing best sellers. Ms. Hickey is dealing with packages and with vendors on returned packages. She is also involved in curbside services and is ordering ebooks that have holds. She has continued meetings for her writers group via zoom.

Ms. Phillips has been working on the summer reading program and doing class visits via zoom as well as

virtual programming. All ages can participate in summer reading either via a bingo card available in the lobby or beanstack. She has also been active on social media, storytimes, and curbside services.

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

Ms. Abelli reported that Kathy Skillman is leaving the Friends Board and Susan Warren will be joining the Board in September. \$500 was donated to the Friends in memory of Audrey Macdonald. They are continuing to work on the cookbook. Recipes can be sent to Shirley Straface. Two scholarship recipients have been selected. Fundraising author events are in a holding pattern.

### **Summer Meeting Schedule**

The Trustees normally hold one meeting on the summer between late July and early August. The Director suggested that the Board meet in both July and August this year.

**Moved** by Ms. Petro, seconded by Mr. Lloyd, to meet on the second Tuesday in both July and August.

**Vote:** 6 - 0 in favor

### **Policy Review**

The Director had no suggested changes to the Friends of the Library, Gift, or Patron Record Policies.

**Moved** by Mr. Lloyd, seconded by Ms. Robbins, to approve the Friends of the Library, Gift, and Patron Record Policies as presented.

**Vote:** 6 - 0 in favor

### **COVID-19 Update**

Mr. Lloyd noted that regular masks are helpful in preventing the spread of COVID-19 and that the WHO had retracted its statement that there is no transmission by non-symptomatic people.

### **Town Meeting**

Ms. Garvin reported that there will be no Town Meeting on June 13 and it could ultimately be pushed back until September.

### **Town Elections**

Town elections are still scheduled for June 27. The Trustees were reminded that Dora Bustos is running a write-in campaign.

Ms. Petro thanked the Librarians and said that they have been doing an amazing job.

**Moved** by Ms. Petro, seconded by Mr. Lloyd, to adjourn the meeting at 4:40.

**Vote:** 6 - 0 in favor

Distributed: Director's Report, Division Heads Report, Friends of the Library Policy, Gift Policy, Patron Record Policy