

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 14, 2020**

TOWN CLERK
2020 AUG 25 AM 11:43
DUXBURY, MASS.

Members Present: Lamont Healy (Chair), Hector Rodriguez, 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 4:07 pm, Remote Zoom Meeting.

Minutes

The minutes of the June 9, 2020 meeting were presented.

Moved by Mr. Rodriguez, seconded by Ms. Petro, to accept the minutes of the June 9, 2020 meeting as presented.

Vote: 5 - 0 in favor

Election of Officers

Mr. Healy stated that he is willing to remain as Chair for another year

Mr. Healy nominated Mr. Rodriguez as Vice Chair of the Board of Library Trustees. seconded by Ms. Petro.

Mr. Lloyd nominated Ms. Petro as Secretary of the Board of Library Trustees, seconded by Mr. Rodriguez.

Mr. Lloyd nominated Mr. Healy as Chair of the Board of Library Trustees, seconded by Mr. Rodriguez.

Moved by Mr. Lloyd, seconded by Mr. Rodriguez to approve the slate of nominations above.

Vote: 5 - 0 in favor

Ms. Abelli was willing to continue as Liaison to the Friends but thought it was a good position for a new Trustee.

At the next meeting, Ms. Bustos will be asked to serve as the Liaison to the Friends of the Library.

Ms. Killory asked that any changes in contact information for the Trustees, including phone numbers, mailing addresses and email addresses be sent to her. She will contact Ms. Bustos for her information and send updated contact information to the Board.

Meeting Schedule

The Trustees agreed to continue to meet on the second Tuesday of each month with the exception of July and August. A single summer meeting is usually scheduled, although in light of the changing situation with the pandemic, a second summer meeting is scheduled this year on August 11.

Chair's Report

Mr. Healy suggested that an evaluation of the building and staff be done to see if it could be made more efficient and function with less staff. He asked that Mr. Lloyd, an architect, work with the Director on this project. Plans of the building are in the history room at the Library. Ms. Garvin noted that the discussion should include space for activities and the issue of staff vs. space.

Mr. Healy is looking for help writing up a handbook for Trustees. Ms. Abelli offered her help and said that she could make it succinct.

Director's Report

Ms. Garvin's report was distributed. Ms. Abelli commented that she liked the idea of self-checkout. A tent has been ordered and will be erected by the DPW, with the hope that it could be up by the beginning of the following week. Power will need to be provided in the area. The Chief of Police has suggested surveillance cameras and insurance ramifications must be investigated.

Delivery started up again today and forty-four bins of materials were delivered.

Following an article in the Clipper concerning a meeting of the Finance Committee that raised questions about the Library Budget, the Director had been invited to a meeting with the Committee. The Chair of the Finance Committee called the Director of the morning of that meeting and indicated that there had been some misinformation in the article. There was a good tone on both sides during the meeting with the FinCom.

Karen Wong was in touch with Ms. Garvin concerning a proposed community read of the book *How to Be an Antiracist*. The Interfaith Council, the Senior Center, the Library, the Student Union and the Young Adult Librarian will all be part of the project. Ms. Hickey will order multiple copies and events will be planned in conjunction with the read.

Division Heads Report

A Division Heads Report was distributed. Mr. Rodriguez asked for verbal reports with highlights for each department.

Ms. Gunnerson noted that with Beth Nollner taking over the Administrative Assistant position, she will be down a staff member. She attended an OCLN checking in meeting and noted that a wide range of services are being offered at the various libraries. Curbside pickup is the only one being offered by all.

Ms. DuBois has been working on plans for the tent with other Division Heads, particularly on the PR and branding aspects and getting it ready for town approvals. She attended the most recent Town Reopening meeting in place of the Director.

Ms. Hickey said that she has been enjoying the curbside project and taking calls from the public. She noted that people miss the library. She and Ms. Eggimann are getting ready to place orders this month, focusing on titles on which holds have been placed.

Ms. Phillips has been in touch with Ms. Bustos who said she was sorry that she was unable to attend the meeting. Ms. Phillips has been working on virtual programming and summer reading, which has an August 31 end date. The numbers for virtual programming have been good.

Friends of the Library Report

Ms. Abelli said there are no summer meetings for the Friends. The Friends provide funding for summer programming, which straddles two fiscal years. They are looking into setting up a bank account in which to deposit the funds for summer programs with the Library Director as signatory to deal with the fiscal year issue.

Holiday Schedule

Ms. Garvin proposed, in line with the standard procedure, that the Library close at 5:00 pm on Wednesday, November 25 and Thanksgiving the following day; at 1:00 pm on Thursday, December 24th and remain closed through Sunday, December 27th; and at 5:00 pm on December 31st, remaining closed through Sunday, January 3rd. The Friday-Saturday closures are required for holidays occurring on Friday or Saturday. The Trustees agreed with this schedule.

COVID-19 Update

Ms. DuBois had attended the meeting and noted that there had been no new cases that day. Various reopening dates were discussed, with Town Hall considering August 31 for its reopening. The Senior Center, Library, and Recreation Department will follow. Mr. Healy expressed his concern about the delay in opening.

Town Meeting Update

Annual Town Meeting is now scheduled for August 1 in the DHS gym.

Town Elections

Ms. Abelli was reelected and Dora Bustos was elected as the new Trustee.

Discussion returned to the Finance Committee meeting. The Director noted that the Committee has to publicly question all budgets and was just doing its job. The Committee members feel that the building is too big and the staff is too big and top heavy, but does freeing up space really save the library money? Mr. Lloyd agreed that he will look into it. The Library has to make a good faith effort to cut the budget. The Committee values the Police Department and the Schools and the Library's location on campus with the schools is an important consideration. The importance of technology was emphasized. It was noted that the Duxbury Free Library has nearly double the number of programs for all age groups as the average in the state. The idea of a story board showing what the library does, with statistics other than size and spending was discussed. Mr. Lloyd noted that it has to be demonstrated that the Library is spending money efficiently. Furloughs of staff will continue through September 1.

Moved by Ms. Petro, seconded by Ms. Abelli, to adjourn the meeting at 5:05.

Vote: 5 - 0 in favor

Distributed: Director's Report, Division Heads Report