

**DUXBURY FREE LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**August 11, 2020**

TOWN CLERK  
2020 SEP 18 AM 9:13  
DUXBURY, MASS.

Members Present: Lamont Healy (Chair), Leah Petro, Lester Lloyd, Linda Abelli, and Dora Bustos  
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), Larissa DuBois  
(Head of Reference), Suzanne Gunnerson (Head of Circulation), Deborah Killory  
(Administrative Assistant), and Beth Nollner (Administrative Assistant)  
Also Present: Mary Jane Roche

The meeting was called to order at 4:12 pm, Remote Zoom Meeting.

**Minutes**

The minutes of the July 14, 2020 meeting were presented.

**Moved** by Ms. Petro, seconded by Ms. Abelli, to accept the minutes of the July 14, 2020 meeting as presented.

**Vote: 5 - 0 in favor**

**Director's Report**

Ms. Garvin's report was distributed. She and Ms. DuBois met with Mr. Lloyd to discuss repurposing space in the building to save money based on feedback from the town's Finance Committee and concern about the town's budget in the future. Their conclusion was that there was no feasible way to adjust the building size, space, and/or usage that would provide the town with any noticeable cost-savings.

The Trustees discussed factors, including the library's campus location and extent of services offered, that justified the size of both the building and staff. Mr. Lloyd agreed to work on a document to be presented to the town regarding the building and staff size and also examines the long-term change in the library's percentage of the town's budget. Ms. Abelli also discussed the possibility of a video that staff have been planning, but demonstrating the complete picture of the library's services and benefits to the town will require the library and school to return to normal functioning at some point in the future after COVID. Mr. Healy expressed interest in showing the planned video both in the library and through multiple online options.

Ms. Garvin, Ms. Gunnerson, and Ms. DuBois met with furloughed staff today to discuss their return, which will involve significant reorienting and re-acclimating for the staff after being away from the library so long, and training in the new procedures and systems in place due to COVID. Ms. Garvin's priority is ensuring everyone feels safe and comfortable.

Mr. Healy expressed his hope that the library will re-open by the end of August. Other Trustees had concerns about opening the building too soon. Ms. Garvin noted that once furloughed staff have returned and are fully comfortable with the current systems, the plan for reopening the building will be reassessed. She commended the town's actions in keeping the number of COVID cases in Duxbury as low as possible.

**Division Heads Report**

Ms. DuBois noted that getting the outdoor browsing tent up and running has required a substantial amount of staff time and effort, but has been worth it and has received positive feedback from patrons. She also noted that since non-furloughed staff have been back in the building the past six weeks, staff has answered twice as many reference questions and phone calls compared to the previous six weeks when

everyone was fully remote. Numbers of patron interactions have been increasing and staff has done a great job ramping back up.

Ms. Gunnerson discussed some of the efforts the library is taking in relation to anti-racism. The library is participating in a One Town, One Read program of *How to be an Antiracist* by Ibram X Kendi with Duxbury Senior Center, Duxbury Interfaith Council, and booked. Ms. Gunnerson is also leading a monthly film program with Duxbury Interfaith Council's Race Amity Committee.

Ms. Hickey is excited to start ordering materials again now that budget has been approved. She is starting to receive requests from staff for titles again. She is especially looking forward to the return of the furloughed staff so new books incoming can be processed and put into circulation.

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

The Friends did not meet in August. Ms. Abelli proposed Ms. Bustos as the new Liaison to the Friends. Ms. Petro noted that the Trustees' connection with the Friends is very important and it's great to see what they do for the library. Ms. Bustos expressed interest pending concerns about the schedule.

### **Release of Executive Session Minutes**

**Moved** by Mr. Lloyd, seconded by Ms. Petro to release the minutes for executive sessions between 2001 and 2018 to the town clerk.

**Vote: 5-0** in favor

### **CARES Act Phase III Funding Update**

Ms. Garvin gave an update on the funds the library received from CARES Act Phase III. So far, the money has been used to purchase the outdoor browsing tent, technology (including laptops, iPads, and accessories), a mobile children's desk, and expanding digital services (including Kanopy and Overdrive materials). There is more left to spend. Ms. Garvin especially wanted to commend Josh Cutler for securing money for libraries, senior centers, and veteran's affairs departments through the CARES Act.

### **Town Meeting Update**

The town's operating budget and staff union contracts passed.

### **Chair's Report**

Mr. Healy and Ms. Abelli discussed the Trustee's training packet and agreed to collaborate via Google Docs.

Ms. Petro noted that the letter to the editor from Mary Lou Kirby in the Clipper was wonderful. She wondered how the library can promote ourselves even more, especially to demonstrate the value of the library to members of the public and town officials. Ms. DuBois discussed the video that has been planned as part of a campaign to visually illustrate the value of the library. The goal will be to show how the library is currently used and how it could be used by non-library users. She noted that her meeting with Mr. Lloyd and Ms. Garvin was productive in brainstorming ideas for the video, which will include testimonials from patrons. Ms. DuBois welcomes questions and ideas from the trustees about this project.

**Moved** by Ms. Petro, seconded by Mr. Lloyd, to adjourn the meeting at 4:53pm.

**Vote: 5 - 0** in favor

Distributed: Director's Report, Division Heads Report, List of Executive Session minutes to be released

*Meeting date minutes approved: 9/15/20*