

OCT 15 2020

DUXBURY, MA

**DUXBURY FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
September 15, 2020**

Members Present: Lamont Healy (Chair), Hector Rodriguez, Leah Petro, Lester Lloyd, Linda Abelli, and Dora Bustos
Staff Present: Denise Garvin (Director), Rose Hickey (Head of Technical Services), Suzanne Gunnerson (Head of Circulation), and Beth Nollner (Administrative Assistant)

The meeting was called to order at 4:02pm, Remote Zoom Meeting.

Minutes

The minutes of the August 11 meeting were presented.

Moved by Ms. Petro, seconded by Mr. Rodriguez, to accept the minutes of the August 11 meeting as presented.

Vote: 6 - 0 in favor

Director's Report

The director's report was distributed. Ms. Garvin asked if there were any questions on her written report. Ms. Petro expressed surprise at the cost of the bat removal and exclusion from the library's attics.

Friends of the Library Report

Ms. Abelli reported that the Friends has a new member, Susan Warren. The members of the group have spent a substantial amount of time and effort on their cookbook fundraising project. They have also been working on other ways to increase visibility.

Release of Executive Session Minutes

Moved by Mr. Lloyd, seconded by Ms. Petro, to release minutes of the listed Executive Sessions as presented.

Vote: 6 - 0 in favor

Division Heads Report

The Division Heads Report was distributed. Mr. Healy invited each Division Head present to present one aspect of the report especially relevant to their department. Ms. Gunnerson and Ms. Hickey expressed happiness and deep appreciation for the return of the furloughed staff for many reasons. Mr. Healy expressed his wish that the library fully reopen. Mr. Lloyd, Ms. Petro, and Ms. Bustos expressed their concern about rushing to reopen, especially with schools reopening to in-person classes yesterday. They noted that the safest course of action would be to wait to see the impacts of the schools on the town's COVID-19 infection rates.

Policy Review

Moved by Ms. Abelli, seconded by Mr. Rodriguez, to approve the Non-Certified Libraries policy as is.

Vote: 6 - 0 in favor

COVID-19 Update

Ms. Garvin gave an update from the town. Currently discussing opening town hall during the week of October 5. The library and senior center will not be opening on that day; exact reopening days still TBD. CARES Act funding is being used to purchase a new mobile children's desk and shields for public service desks. Will also be pursuing a total upgrade to the building's internet infrastructure with an increase in the

amount of funding available.

Mr. Lloyd commended Ms. Gunnerson for moving the wifi access points near the edges of the building. Ms. Petro, Ms. Bustos, and Mr. Lloyd agreed that upgrading the library's wifi/internet would be great.

Ms. Abelli reiterated her support for an electronic board in front of the library, similar to the one in front of the Duxbury Senior Center (but bigger) and the Kingston Public Library.

The group discussed messaging of the library's benefits to the town, in conjunction with the upcoming Friends marketing campaign. The library has been able to maintain a high level of services during the COVID shutdown in large part because of our staff size.

Mr. Lloyd proposed meeting with the finance committee at some point in October.

Ms. Garvin discussed budgets in regard to the upcoming FY22 budget review and MBLC certification with town Finance Director John Adams and the finance committee. Mr. Healy reiterated that the library's staff size is justified by the services we provide, not the size of the building.

Mr. Lloyd presented his research that in 2020 and 2021, the town budget has increased while the library's budget has decreased. Ms. Bustos commended the use of data as the main driving force to advocate for the library's budget. She also cautioned about noting the budget decrease in relation to maintaining the same level of services. Ms. Garvin clarified that most of the budget decrease has come from staff retirements, so the staff line has decreased while staff numbers have not (aside from one full-time circulation position and some reference hours).

Mr. Rodriguez asked Ms. Garvin what the protocols will be for when the library does reopen to the public. These are currently in development based on guidance from the state and town, and will include moving furniture to prevent lingering, 'lanes' will be marked on the floors for traffic patterns, hand sanitizer stations, desk shields, PPE for staff, and signage, among others. A suggestion was made to put a notice in the *Duxbury Clipper* spelling out the full protocols before reopening.

Moved by Ms. Abelli, seconded by Ms. Bustos, to adjourn the meeting at 4:46pm.

Vote: 6 - 0 in favor

Distributed: Director's Report, Division Heads Report, Non-Certified Libraries policy, minutes of August 11, 2020 meeting, list of Executive Session minutes to be released