

**The Holmes Public Library
470 Plymouth Street
6/22/2021 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on June 22, 2021, at 6:00 p.m. Attending were Trustees – Patrick Michaels, Chair, Diane Ruxton, Vice Chair, Madeline Flood, Kathy Schiavone and Susan Vogt; and Library Director, Jean Gallant. Apologies: Paul Delaney. Also in attendance for much of the meeting: Cesar Calouro, IT Director for the Town of Halifax.

Chair, Patrick Michaels, called the meeting to order at 6:00 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the May 6, 2021 Board Meeting Minutes
- 3) Approval of the June 9, 2021 Board Meeting Minutes
- 4) Chair's Report
- 5) Friend's Liaison Report
- 6) Director's Report
- 7) Old Business
 - a. Update on Technology Coordinator Position
 - b. Summer Hours beginning July
 - c. Update on Summer Reading and Adult Programs
 - d. Continuing Fine Free (possible vote)
 - e. Update of Long-Range Plan
- 8) New Business
 - a. Election of Officers
- 9) Vote to Go into Executive Session
 - a. To investigate charges of criminal misconduct or to consider the filing of a criminal complaint
- 10) Next meeting date – August 10, 2021
- 11) Adjourn

1) **Pledge of Allegiance:** Those in attendance stood for the Pledge of Allegiance.

2) **Approval of the May 6, 2021 Board Meeting Minutes.** The minutes of the May meeting of the Board had been distributed to the Board by e-mail prior to the meeting. Following discussion, a motion was made and seconded to accept the minutes of the May 6, 2021 meeting. **VOTED:** Patrick Michaels, Diane Ruxton, Madeline Flood, and Kathy Schiavone voted in favor. None opposed. Motion passed.

3) **Approval of the June 9, 2021 Board Meeting Minutes.** The minutes of the last meeting of the Board had been distributed to the Board by e-mail prior to the meeting. Following discussion, a motion was made and seconded to accept the minutes of the June 9, 2021 meeting. **VOTED:** Patrick Michaels, Madeline Flood, and Kathy Schiavone, being those in attendance at the meeting, voted in favor. None opposed. Motion passed.

4) **Chair's Report.** There was a discussion concerning the empty trustee slot due to the lack of a formal resignation from Paul Delaney, who has moved out of state. Jean has repeatedly requested Paul's resignation with no response from him. Pat noted that he had attempted to reach Paul via Linked In, but did not get a response. Sue Vogt then volunteered to attempt to reach out to Paul and his wife Andrea for Paul's resignation in writing.

5) **Friend's Liaison Report.** Madeline reported that the Friends had agreed to postpone the Book Sale until the fall. They also approved \$100 for plants for the front of the building, and \$700 for summer reading. There

had been some discussion at the Friend's meeting about sending a letter to Marie Coady concerning a gift to the library in her name. Jeanne Kling volunteered to write to Marie.

6) **Director's Report**. The library has been quite busy. She held the first Long-Range Planning Committee meeting which went quite well. Cesar Calouro prepared a Power Point presentation for the meeting, relieving Jean of that responsibility.

7) **Old Business**.

a. **Update on Technology Coordinator Position**. Emily Moreno of Plympton has been hired as the Technology Coordinator. Emily has experience as a computer programmer and has already started working on the library website and related technical matters.

b. **Summer Hours Beginning July**. Jean announced that the library will be open Monday and Wednesday from 10 -8, Tuesday and Thursday from 10-5, and Friday from 10-2 starting July 1. Jean will be taking Fridays off during the summer.

c. **Update on Summer Reading and Adult Program**. The summer reading program has had a somewhat slow start, but is progressing steadily. The Facebook story times are continuing, and July and August programs have been scheduled and will keep everyone quite busy and entertained.

d. **Continuing Fine Free (possible vote)**. There was a brief discussion concerning continuing as fine free. Further research will be needed to determine the feasibility of remaining fine free vs. returning to charging fines.

e. **Update of Long-Range Plan**. As Jean noted, the first Long-Range Planning Committee meeting was held and went very well. As noted above, Cesar prepared the Power Point presentation for the meeting. One plausible suggestion being considered is that lockers be used for curbside pickup. A second meeting will most likely be run once again by Jean.

8) **New Business**.

a. **Election of Officers**. Nominations for a slate of officers were taken. Nominated were Patrick Michaels as Chair, Diane Ruxton Vice Chair, Susan Vogt as Secretary, Diane Ruxton and Madeline Flood as co-Friends Liaisons.

Following discussion, a motion was made to accept the slate of nominations as noted. **VOTED:** Patrick Michaels, Diane Ruxton, Madeline Flood, Kathy Schiavone, and Sue Vogt voted in favor. None opposed. Motion passed.

9) **Vote to Go into Executive Session**. A motion to go into Executive Session was made to investigate charges of criminal misconduct or to consider the filing of a criminal complaint. **VOTED:** Patrick Michaels, Diane Ruxton, Madeline Flood, Kathy Schiavone, and Sue Vogt voted in favor. None opposed. Motion passed and the meeting continued in Executive Session. Cesar Calouro IT Director for the Town of Halifax, had joined the meeting and presented information necessary for the Board to make a decision on this matter. Votes were taken to initiate disciplinary procedures.

10) **Centralization of the Library IT and System Network**. Discussion followed concerning placing all of the library's IT system and network system under control of the Town's IT Department. Cesar noted that the Town will be going to a new backup agent in July, and he felt it necessary to have the Town IT Department handle all IT and network systems for the library. During the discussion, there was concern for patron privacy issues and the costs involved in the move. Cesar assured those present that this would be handled similar to that of the Town's Police and Fire Departments. He would like to start migrating the library IT and system

networks as soon as possible. The first phase of the migration would include e-mail and data backup. He would then have to investigate the official migration to the Town's system, including the cost of the move.

Following discussion, a Motion was made to begin the placement of all of the library's IT and system network under the direction of the Town's IT Department, with a deadline of August 10 for further discussion of what would be involved in the move. **VOTED:** Patrick Michaels, Diane Ruxton, Madeline Flood, Kathy Schiavone, and Sue Vogt voted in favor. None opposed. Motion passed

11) **Next meeting date.** – The next meeting will be held on Wednesday, August 10, 2021 at 6:00 p.m.

Meeting adjourned 8:48 p.m.

Respectfully submitted by Madeline Flood, pro tem Secretary, Holmes Public Library Board of Trustees