

The Holmes Public Library
470 Plymouth Street
11/12/2020 minutes from the Board of Trustees meeting

The Board of Trustees held their regular public meeting at the Holmes Public Library on November 12, 2020 at 6:30 p.m. Attending were Trustees – Patrick Michaels, Chair, Diane Ruxton, Vice Chair, Susan Davey, and Madeline Flood; and Library Director, Jean Gallant. Apologies: Paul Delaney, Kathy Shiavone and Assistant Director Marie Coady.

Chair, Patrick Michaels, called the meeting to order at 6:31 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the October 15, 2020 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a.
- 7) New Business
 - a. Computer appointments
 - b. Budget status
 - c. Customer Service Policy
 - d. FY22 Action Plan
 - e. Programming Update
- 8) Next meeting date – TBA at 6:30 p.m.
- 9) Adjourn

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

2) **Approval of the October 15, 2020 Board Meeting Minutes.** The minutes of the October 15, 2020 meeting 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 October 15, 2020 meeting. **VOTED:** Susan Davey, Madeline Flood and Diane Ruxton voted in favor. None opposed. Motion passed.

3) **Chair's Report.** Patrick mentioned that he had spoken with Holly after our last meeting suggesting that the library about starting a Facebook Messenger for Kids as a possible means of connecting with children during the pandemic. Jean noted that Holly and Marie did not appear to feel comfortable with the concept. Jean plans to discuss the topic further with Holly. Holly's mother recently died, so Holly was on leave at the time of the meeting. Pat suggested that Holly could pre-record a short story and ask what the kids thought of it, or ask for a drawing of something. This would allow the kids to go on the computer at their own pace, rather than at a specific Zoom time.

4) **Friend's Liaison Report.** Madeline reported that she and Jean had attended the Friend's Meeting on October 28 via Zoom. Betsy Hodges conducted the meeting. Candace Kniffen presented the Treasurer's Report, having located the reports on the Google website. There remains approximately \$10,000 in the Friends accounts. Silent Auction donations will be needed during the week of November 16 with the Auction being held November 23 through December 16.

5) **Director's Report.** The Director's Report had been distributed to the Board prior to the meeting. There was a discussion about possible closing earlier evenings since the lighting outside the building continues to be a

problem. The library is not that busy after 5 p.m. and most visitors appear to be from other towns whose libraries are not yet open to the public. Jean will monitor the situation and will notify the Board if and when she makes a decision.

That fact that there are still local libraries that have not opened to the public continues to be a problem for the libraries that have actually opened. Those closed libraries are putting a burden on the rest of the public libraries.

Jean noted that the library is promoting a Jazz Zoom program on Tuesday, November 17 at 1 p.m. She suggested that we share the information and tune in to the program if at all possible.

6) Old Business.

7) New Business.

a. Computer Appointments. There appears to be quite a few out-of-town individuals who are coming to the library to use our computers since their libraries are either not open to the public or do not allow computer use in the library. These individuals have also been asking for a lot of assistance or staying for an hour or so on the computers. Jean will be sending out publicity that computer use will now be by appointment only and library staff will not be available for assistance. It was suggested that “quick step guides” be prepared for those patrons who require some assistance.

b. Budget Status. Jean presented a copy of a portion of the FY21 budget for the current year. She will be passing out hard copies of the budget to the Board at meetings, rather than sending the whole Excel document by e-mail. She explained the process used in preparing the current budget. Since people appear to be having a problem with exact change for copies or FAXing, Jean will start allowing patrons to extract their change from the cash box.

c. Customer Service Policy. To be presented at the next meeting.

d. FY22 Action Plan. To be presented at the next meeting.

e. Programming Update. Maria will be having the Afternoon Book Club meet at the Great Hall in December. She will also be doing a small greens program at that meeting.

8) Next Meeting Date: No specific date has been set for the next meeting., which will be dependent upon the Town’s Budget which has not yet been set.

Meeting adjourned 7:34 p.m.

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