

The Holmes Public Library
470 Plymouth Street
1/12/19 minutes from the Board of Trustees meeting

The Board of Trustees held a meeting at the Holmes Public Library on January 12, 2019 at 1:30 p.m. for the purpose of a Performance Evaluation of the Director, Jean Gallant. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Paul Delaney, Ralph Goodwin, and Madeline Flood. Susan Davey did not attend, but had completed her evaluation of the Director and submitted same to the Chair prior to the meeting.

Meredith Goodwin, Chair, called the meeting to order at 1:30 p.m.

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

2) **Performance Evaluation**. Each member of the Board had prepared his/her own performance evaluation prior to the meeting using the form provided by the Wage and Personnel Board. Meredith read each category and, after discussion, a joint decision was entered as to the performance factor and any comments considered in support of that decision. In general, it was determined that most categories fell under the “Above Average” level for the Director’s performance.

Following the completion of the Board’s discussion, the Director was called into the meeting to discuss the Board’s decisions. Included in this discussion was the Board’s praise for the completion of the Welcome to the Library information packets. It was suggested that it would be helpful to learn how effective the packets were in bringing new residents into the library. Statistics could be collected over the next few years (at least two years) to determine the success of the program. The largest hurdle may be the cost of preparation and mailing these packets. Jean will approach the Friends for funding of the packets.

Jean also mentioned that she is beginning to feel more confident in performing her duties as Director, in dealing with staff, other town departments, as well as the public.

3. **Director’s Goals**. There followed a discussion of the Director’s Goals set for the prior year (March 2018 - March 2019) and whether those goals had been met. Most of those goals have been met. The History Corner is an ongoing project, and Jean continues to work on the formation of a Memory Café.

Jean then provided a list of the Director’s Goals for the coming year (April 2019 - March 2020), which included a plan to attract underserved population to the library (senior citizens, individuals with disabilities and the commuting population). She also provided a list of Goals for FY2020 taken from the current Long-Range Plan.

It was suggested that Jean might compile a progress report over the next year concerning her goals, either through her monthly Director’s Report or reviewing on a quarterly basis. It was also suggested that programs should be evaluated following the event, determining what works and what doesn’t, and how to prepare for upcoming programs, etc.

Jean also noted that a Long Range Planning Committee will need to be formed by October 2020.

Meeting adjourned 3:29 p.m.

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