

**The Holmes Public Library
470 Plymouth Street
6/11/19 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on June 11, 2019 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Paul Delaney, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant. Apologies: Susan Davey.

Meredith Goodwin, Chair, called the meeting to order at 7:02 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the May 7, 2019 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Policy Manual Presentation
 - b. Retired Policies (vote)
 - c. Capital Plan Review
- 7) New Business
 - a. Board Reorganization
 - b. Summer Reading Update
 - c. Review of Director's Goals
- 8) Next meeting date – September 10, 2019 at 7:00 p.m.
- 9) Adjourn

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

2) **Approval of the May 7, 2019 Board Meeting Minutes.** The minutes of the May 7, 2019 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 May 7, 2019 meeting. **VOTED:** Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

3/4) **Chair's and Friend's Liaison Report.** Chair Meredith Goodwin reported that she had attended the Friends Meeting on May 22. The Friends have re-elected the current Board and added a number of new Directors. The new merchandise that had been ordered seems to be selling well.

5) **Director's Report.** The Director's Report was distributed to the Board prior to the meeting. The Ruth Perkins Garden has been finished and looks very nice. Jean will continue the discussion with the Friends to hire a professional to keep the Garden in order as needed.

Jean will be attending the Selectmen's Meeting to discuss the need for expansion of the parking lot. With the revitalized playground and youth sports programs and on days of school programs, the library parking areas are filled with teachers and parents of the children, rather than library patrons. When there are field trips, cars are parked in the lot all day long.

6) **Old Business.**

a. **Policy Manual Presentation.** Jean presented the updated Policy Manual which is almost complete. Jean and Marie Coady have compiled the Policies previously approved by the Board as well as forms that may be needed in the course of business and have developed a Table of Contents. This Manual will be available to

the staff whenever any question comes up concerning a library policy or need for forms or information. There are several policies still to be reviewed. Jean will be updating those policies and will present them to the Board at a later date for approval.

A draft of a social media policy for the library prepared by Marie Coady was presented at the meeting. This is a guideline for employees involved in posting on social media on behalf of the library. Following discussion concerning the ability to delete a post considered inappropriate, it was decided that the policy should be amended to give specific guidelines for the removal of information. An amended policy will be presented at the next meeting.

b. Retired Policies. Jean made a list of policies which have not been reviewed and are no longer applicable to current situations. Many of these were duplicates of policies already approved or the material was obsolete. Following discussion, a motion was made and seconded to retire the policies that Jean listed.

VOTED: Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

c. Capital Plan Review. Five computers with Windows 10 will be replaced within the next month.

7) New Business.

a. Board Reorganization. Following discussion, current officers have been re-nominated and re-elected. Motion was made to elect Meredith Goodwin as Chair, Patrick Michaels as Vice Chair and Madeline Flood as Secretary. **VOTED:** Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed. All candidates have accepted the positions for the following year.

b. Summer Reading Update. This summer will have seven weeks of programs as opposed to six as usual. Karen Townsend has volunteered to present a science program similar to the program originally described in a grant request earlier this year. This will help to fill the gap of programming in August.

c. Review of Director's Goals. The many of the goals listed in the document Jean previously presented to the Board have been met; however she is still searching for courses to complete her goals, such as improving her writing skills and/or gathering statistical information. She will be looking into a course in Business Writing offered by Massasoit Community College to determine if it covers what she needs. Pat mentioned a computer program entitled "Grammarly" which offers assistance in writing, which not only corrects the wording of a document but also offers suggestions for future correspondence.

8) Next Meeting Date: Next meeting of the Board will take place on Tuesday, September 10, 2019, at 7:00 p.m.

Meeting adjourned 8:16 p.m.

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