

**The Holmes Public Library  
470 Plymouth Street  
10/8/19 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on October 8, 2019 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant and Assistant Director Marie Coady. Apologies: Paul Delaney and Susan Davey.

Meredith Goodwin, Chair, called the meeting to order at 7:01 p.m.

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the September 10, 2019 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
  - a. Social Media Policy
- 7) New Business
  - a. Children's Librarian Search
  - b. Fine Policy (vote)
  - c. Exhibit Policy
- 8) Next meeting date – November 12, 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 September 10, 2019 Board Meeting Minutes.** The minutes of the September 10, 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 September 10, 2019 meeting. **VOTED:** Madeline Flood and Ralph Goodwin voted in favor. Patrick Michaels abstained, none opposed. Motion passed.

3/4) **Chair's and Friend's Liaison Report.** Chair Meredith Goodwin reported that she had attended the Friends Meeting last month. There had been little response to letters sent out to landscapers concerning upkeep of the memory garden. The total funds in the Friends account is a bit more than \$11,000. Jean will be looking into the purchase of a new sandwich board to replace the older broken board. Jean reported that she had recently received one estimate for the garden maintenance, but it was extremely high and will not be accepted.

5) **Director's Report.** The Director's Report was distributed to the Board prior to the meeting.

She described the process of displaying books and the themes chosen each month.

There was a good response to the posting for a new children's librarian. The initial posting placed on the Town website and the Indeed.com site had listed an incorrect job description. This led to a myriad of applications that had to be reviewed prior to the correction on the websites. Jean reported that she did receive a number of decent applications and has a couple more interviews later in the week. She expects to offer the position to a qualified candidate shortly.

There followed a discussion concerning a Facility Needs Survey that will have to be delivered to the Town. It was suggested that items regularly used by patrons and not a part of the actual building should be included in the statement. A few additional items were suggested in addition to the items already listed on the Library's report.

**6) Old Business.**

a. Social Media Policy. A revised Social Media Policy had been delivered to the Board prior to the meeting. It was suggested that the social media site include a statement indicating that the Library does not endorse the ideas, issues and opinions expressed in posts on the site. Following discussion, a motion was made to approved the Social Media Policy. **VOTED:** Patrick Michaels, Madeline Flood and Ralph Goodwin voted in favor. No abstentions, none opposed. Motion passed.

**7) New Business.**

a. Children's Librarian Search. This had been covered during the Director's Report.

b. Fine Policy. A copy of the proposed Fine Policy which also included miscellaneous fees for copies and faxes had been delivered to the Board prior to the meeting. Following a review of the policy, a motion was made to approve the Fine Policy as printed. **VOTED:** Patrick Michaels, Madeline Flood and Ralph Goodwin voted in favor. No abstentions, none opposed. Motion passed.

c. Exhibit Policy. Jean distributed a copy of an Exhibit Policy which had been accepted by Trustees in 1996. Jean also described additional forms she came across that had been posted in connection with the 1996 policy. This policy appears to cover displays of educational, cultural, civic or recreational nature by individuals, community groups or organizations in either the Community Room or in the display case. Following discussion, it was decided that more information will be needed concerning this matter. Jean will contact several individuals who may have knowledge of the events during the time this policy was approved in 1996.

**8) Next Meeting Date:** Next meeting of the Board will take place on Tuesday, November 12, 2019, at 7:00 p.m.

Meeting adjourned 8:09 p.m.

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