

**The Holmes Public Library
470 Plymouth Street
9/10/19 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on September 10, 2019 at 7:02 p.m. Attending were Trustees – Meredith Goodwin, Chair, Susan Davey, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant. Paul Delaney arrived later in the meeting. Apologies: Patrick Michaels and Assistant Director Marie Coady.

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

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the June 11, 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. New Cost for Color Copies
 - b. Wrap up of Summer Programs and Events
 - c. Preview of Fall Programming
 - d. Review of Aris Statistics
- 8) Next meeting date – October 8, 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 June 11, 2019 Board Meeting Minutes.** The minutes of the June 11, 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 June 11, 2019 meeting. **VOTED:** Madeline Flood and Ralph Goodwin voted in favor. Susan Davey 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. The Chair of the Friends had resigned and Ava Grimason is now Chair in his place. The total funds in their account is now \$9,843.29.

5) **Director's Report.** The Director's Report was distributed to the Board prior to the meeting. The Summer Reading Program was a great success this year. There were 66 programs with a total attendance of 1701.

The Library is collaborating with the Council of Aging to form a Book Group facilitated by Library Assistant Lynnette Toohey. There are other programs scheduled this fall including Hiking the Bay Circuit Trail, Raising a Reader and Voter Registration Day.

Jean will be attending a couple workshops this Fall: Getting Your Grant and a State Aid workshop.

6) **Old Business.**

a. **Social Media Policy.** A draft of a social media policy for the library prepared by Marie Coady had been presented at the last meeting. This is a guideline for employees involved in posting on social media on

behalf of the library. The Policy will be amended to give specific guidelines for the removal of information. Due to time constraints, Marie was unable to complete the amendment in time for the meeting.

7) New Business.

a. New Cost for Color Copies. People have been using the copier quite bit and the cost of 25 cents per page has been deemed to be too low. Jean requested that the cost for color copies should be increased to 50 cents per page. Following discussion, motion was made to increase the cost for colored copies to 50 cents per page. **VOTED:** Paul Delaney, Susan Davey, Madeline Flood and Ralph Goodwin voted in favor. No abstentions, none opposed. Motion passed.

b. Wrap Up of Summer Programs and Events. As reported in the Director's Report, the summer programs were very successful. Karen Townsend did a marvelous job presenting the three-day science program. As a thank you, the Library (sponsored by the Friends) presented her with an "Adopt a Sea Lion" gift, and Karen sent a very nice thank you with copies of her children enjoying the gift.

c. Preview of Fall Programming. This was covered in the Director's Report.

d. Review of Aris Statistics. Jean presented the Highlights of the 2020 Aris Report for Fiscal Year 2019 Data. There was a total increase of 5,272 in circulation of all materials this year over last year. Discussion followed concerning e-books and audio books and their effects upon the circulation numbers.

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

Meeting adjourned 7:43 p.m.

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