

**The Holmes Public Library  
470 Plymouth Street  
11/12/19 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on November 12, 2019 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Susan Davey, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant and Assistant Director Marie Coady. Apologies: Paul Delaney.

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

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the October 8, 2019 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
  - a. Exhibit Policy
- 7) New Business
  - a. Sally Simons Bequest
  - b. Capital Plan
  - c. November/December Programming
  - d. Director's Review
- 8) Next meeting date – December 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 October 8, 2019 Board Meeting Minutes.** The minutes of the October 8, 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 October 8, 2019 meeting. **VOTED:** Patrick Michaels, 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 not been able to attend the Friends Meeting last month. Jean reported that the Friends have allocated \$200 for ongoing children's programs this year. This is the first time such funds have been allocated for programming. Holly has already proved to be an asset to the Library, offering suggestions for various additions to the Library as a whole.

The Garden Maintenance continues to be an incomplete item, as they continue to wait for estimates from landscapers.

The Friends will also once again to take part in the Holidays in Halifax celebration, providing cider, cookies and music for the evening.

The Silent Auction will take place a bit earlier since Thanksgiving is late this year.

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

She reported that the Library recently received a bequest in the amount of \$32,000 from the Estate of Sally C. Simons to be used for general purposes including computer services for elderly people. As stated in the Trustee Policy, these funds will be placed in the Library Trust Fund account. Under no circumstances will these funds be used to supplement funds needed for library operations or for capital expenses that come under the purview of the Town of Halifax. The funds have not been received as of the date of the meeting.

Jean also received word that the Library will be certified for FY21 and will be receiving the first payment of State Aid to the Library (\$5,924.95), which is higher than previous years.

Jean will be preparing an Action Plan for FY21, but doesn't have a due date as yet.

**6) Old Business.**

a. Exhibit Policy. A new Exhibit Policy was presented at the meeting as well as a copy of the policy currently on the books. Suggestions were made for minor changes to the revised document. It was the sense of the meeting that an exhibitor could provide contact information and patrons could connect with the exhibitor directly. The vote on the revised policy will take place at the next meeting.

**7) New Business.**

a. Sally Simons Bequest. This had been covered during the Director's Report.

b. Capital Plan. Jean has prepared the Capital Plan for the coming year and has received a set of formal request forms which do not apply to the items she had listed.

c. November December Programming. Jean mentioned several programs scheduled in November/December. There will be a ukulele workshop November 16. Items for the Silent Auction will be due by November 20, with the bidding starting November 25 and ending December 18. Janice Campbell will conduct an origami workshop on Monday, December 2. This year the Greens Workshop will be on December 7 and will be open to those who sign up for the workshop ahead of time. Holidays in Halifax will be held December 14.

d. Director's Review. Will be conducted on Saturday, January 4 at 2 p.m. Jean presented copies of an e-mail from Robert Favini, Head of Massachusetts Library Advisory and Development which covered a Director's Job Description. The Library Budget will also be discussed on that Saturday.

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

Meeting adjourned 8:08 p.m.

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