

The Holmes Public Library
470 Plymouth Street
12/11/18 minutes from the Board of Trustees meeting

The Board of Trustees held their regular public meeting at the Holmes Public Library on December 11, 2018 at 7:01 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Susan Davey, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant. Paul Delaney arrived later in the meeting.

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

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the November 13, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Internet Policy (possible vote)
 - b. Director Review Procedure
- 7) New Business
 - a. December Programming Update
 - b. Budget preview
- 8) Next meeting date – TBA
- 9) Adjourn

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

2) **Approval of the November 13, 2018 Board Meeting Minutes.** The minutes of the November 13, 2018 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 November 13, 2018 meeting. **VOTED:** Susan Davey, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

3) **Chair's Report.** Meredith read a thank you letter from the Friends for our contributions to the Silent Auction. She also reported that she and Madeline had attended the November Friends meeting. She deferred to Madeline for the report on that meeting.

4) **Friends' Liaison Report.** Madeline reported that she and Meredith had attended the Friends meeting on November 28 and that she had brought up the Board's concerns about the decision to hire a landscaper for improvements to the Ruth Perkins Reading Garden. In response she was advised that the decision was based on several factors, including the facts that (a) they felt the garden needed professional attention this first time and volunteers could tend to the area further on, (b) it was difficult to get legitimate bids from other firms, and (c) they have to spend down funds in their treasury in order to conform to 501c requirements. The sum of \$1,100 has been set for the summer reading program, giving the Children's Librarian a specific budget for the summer programing. They also provided funds that Marie requested for additional cribbage boards and decks of cards for the Cribbage Program. The Silent Auction is progressing very well, with an expected return greater than prior years; 44 items have been donated this year.

5) **Director's Report.** The Director's Report was distributed to the Board prior to the meeting. The Welcome Packages are now complete for distribution to new Halifax residents. One package has already been

handed out to a new resident who came to the library, who found it quite informative. Jean may present the package to the Selectmen for possible input from other town departments. Postage for the mailing of these packages will be funded by the Friends. Holidays in Halifax was a success again this year. The library continues to receive compliments on the event. The FY20 Action Plan has been submitted and approved by the Massachusetts Board of Library Commissioners, a copy of which was distributed to the Board. There will be a STEM Playgroup for parents and children 3-5 years at the Library on Mondays in January and February.

6) Old Business.

a. Internet Policy. Marie Cody had distributed a copy of the Computer Use and Public Internet Access Policy that she had put together after the Board's last meeting. Jean mentioned that the change in positioning the computers in the library has been a success thus far; patrons have complimented the staff on the arrangements and seem to be more comfortable using the computers. Jean and Marie had reviewed several public library policies sites. It was suggested that (a) paragraph 1. should be separated into several separate paragraphs, (b) that a statement that the staff may monitor patron usage should be included, and (c) removal of the final two sentences of the second paragraph, as this is not really a policy. Policies from the Boston Public Library and Beverly Library were reviewed for language deemed appropriate for our own document. Jean will make changes to the policy and present it to the Board at a future meeting.

b. Director Review Procedure. Jean's three-year contract will come up for review on April 1, 2019. Jean's review must be completed in January, 2019. Forms for the evaluation are available on line from the Town's Wage and Personnel Board website. Members will complete the forms individually and then meet to complete one full review and discuss with the Director. If changes are needed to the Director's contract, such as the length of the new contract, the Board may also request those changes. It was decided to meet on Saturday, January 12 at 1:30 p.m. Jean will meet with the Board for her review about one-half hour later.

7) New Business.

a. December Programming Update. This had been covered earlier under the Director's Report. The Library will be closed Christmas Eve and Christmas Day this year.

b. Budget Preview. Jean must submit the Library Budget by January 7, 2019. Therefore, the Board will have to meet prior to that date to approve the Budget. It was decided to meet on Thursday, January 3, 2019 at 7 p.m. for budget review.

8) Next Meeting Date: The Board will meet on January 3, 2019 at 7 p.m. for review of the Budget. The meeting for the Director's Review will be on Saturday, January 12, 2019 at 1:30 p.m.

Meeting adjourned 8:11 p.m.

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