

**The Holmes Public Library
470 Plymouth Street
11/13/18 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on November 13, 2018 at 7:00 p.m. Attending were Trustees –Patrick Michaels, Vice Chair, Susan Davey, Paul Delaney, and Madeline Flood; and Library Director, Jean Gallant and Asst. Director, Marie Cody. Apologies: Meredith Goodwin and Ralph Goodwin.

Patrick Michaels, Vice Chair, called the meeting to order at 7:03 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the October 9, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Ruth Perkins Reading Garden
 - b. November/December Programming
- 7) New Business
 - a. Internet Policy
 - b. Director Review Procedure
- 8) Next meeting date – Tuesday, December 11, 2018
- 9) Adjourn

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

2) **Approval of the October 9, 2018 Board Meeting Minutes.** The minutes of the October 9, 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 October 9, 2018 meeting. **VOTED:** Susan Davey and Madeline Flood, voted in favor.

3) **Chair's Report.** The Vice Chair had nothing to report at this time.

4) **Friends' Liaison Report.** Meredith Goodwin had attended the Friends meeting and left a basic report which Jean reported on her behalf. The Friends have purchased 75 new tote bags for the library. The Friends have also changed the membership for seniors on their membership forms (\$5 for those 65 and older). They also approved a maximum of \$750 for landscaping of the Ruth Perkins Reading Garden following receipt of a quote from Grapevine Landscaping. The quote came in for about \$720, which doesn't include the mulch.

This information led to a lengthy discussion by the Trustees concerning the need to hire a landscaping firm to do this work. It was suggested that high school students could perform the work as a community service, or perhaps cub scouts or other volunteers could take care of the area. It was suggested that this should be discussed at the next Friends meeting on November 28.

Holidays in Halifax will be held on December 8. The Friends will again be holding a Silent Auction after Thanksgiving, ending on December 12. Items for the auction will be accepted through the Friday after Thanksgiving.

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

Jean will be applying for a "Summer Learning Expanded Grant" for funds for a Science Camp the week of August 9, which will have two programs a day (grades K-2 in the morning and grades 3-6 in the afternoon) Monday through Thursday, and a paid science performer on Friday. Pat suggested that this could be a possible use for the funds the Friends had approved for the landscaping of the Reading Garden, if the grant does not come through.

The small business expo that had been discussed at the last meeting will not take place. Most businesses who responded mentioned that Saturdays would be difficult, as Saturdays are usually a busy time for small businesses.

Marie reported on the Mass. Library Association seminar that she attended, entitled "Confronting Inequality: A Symposium Presented by the Intellectual Freedom & Social Responsibilities Committee of the Massachusetts Library Association" and how librarianship comes into play.

The book for Halifax Reads 2019 will be "An Invisible Thread: The True Story of an 11-year old Panhandler, a Busy Sales Executive and an Unlikely Meeting with Destiny". This should lead to some interesting programming throughout the year.

There will be a Greens Workshop the Saturday after Thanksgiving. Individuals will bring a container to fill and greens and other materials will be supplied by the Library.

6) Old Business.

These items had been discussed earlier under the Friends Liaison Report and the Director's Report.

7) New Business.

a. Internet Policy. A copy of the existing Internet Safety and Acceptable Use Policy that had been approved in April, 2015 had been distributed to the Trustees by e-mail prior to the meeting. There had been two incidents in the library in recent weeks concerning people viewing pornography on the library computers. In the past, if a patron reported the event, the librarian would ask the offending individual to leave the library. The individual would usually leave for a few months before coming back to the library. A few times there was also a need to issue a no trespassing certified letter involving the police department.

Jean would like a policy on the books specifying how to cope with these incidents for the benefit of the staff. There followed a lengthy discussion concerning how these incidents should be managed. It was the sense of the meeting that further research is needed on how this situation is handled by other libraries and how it should be handled in the future. It was also suggested that the incident should be handled at the discretion of the librarian, and that the police could be called if the staff member feels uncomfortable dealing with the situation. The librarian should have the right to refuse computer access to an offender if the offender had been asked to leave the building on a previous date. It was also suggested that it would be useful to have a police presence in the library on occasion.

In an effort to prevent the misuse of the public computers, Jean and Marie have changed the setup of the computers, turning them so that the screens are no longer hidden from the staff and others in the area.

Discussion on this topic will continue at the next meeting. Jean and Marie will attempt to draft a revision to be reviewed at that meeting.

b. Director Review Procedure. Discussion on this item has been moved to the next meeting.

8) Next Meeting Date: The next meeting of the Board will take place on Tuesday, December 11, 2018 at 7 p.m.

Meeting adjourned 8:38 p.m.

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