

**The Holmes Public Library
470 Plymouth Street
4/10/18 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on April 10, 2018 at 6:30 p.m. Attending were Trustees – Chair Maureen Thayer, Madeline Flood, Ava Grimason, Meredith Goodwin, and Ralph Goodwin; and Library Director, Jean Gallant and Marie Coady. Apologies: Paul Delaney.

Maureen Thayer called the meeting to order at 6:29 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the February 13, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Service Animal Policy
 - b. Community Read Wrap-up
- 7) New Business
 - a. Budget FY19
 - b. Public Internet Connection
 - c. Possible New Trustee
- 8) Next meeting date – Monday, May 14, 2018
- 9) Adjourn

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

2) **Approval of the February 13, 2018 Board Meeting Minutes.** The minutes of the February 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 February 13, 2018 meeting. **VOTED:** Madeline Flood, Ava Grimason, Meredith Goodwin and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

3) **Chair's Report.** Maureen shared with the Board a letter from the Board of Library Commissioners which accompanied the second and final instalment of the State Aid to Public Libraries - a check of \$5,556.45.

4) **Friend's Liaison Report.** Ava reported that they did not have a quorum at the last Friends meeting in March. A new slate of officers is needed. Plans were made for the upcoming Cake Walk, and Trustees have been asked to donate a cake for the program.

5) **Director's Report.** The Directors Report had been distributed to the Board by e-mail prior to the meeting.

Jean reported that the Halifax Reads programs were well received. It consisted of eleven programs with a total attendance of 91. Although the book itself did not receive many favorable reviews from patrons, the comments on the program itself were excellent. Ava noted that she thoroughly enjoyed the Silver Lake Robotics Program. Marie prepared a printout showing an increase in Facebook likes and viewers during the Halifax Reads programs.

Upcoming events will be a Local Authors Night, a program on making poetry accessible to everyone, and local resident and Building Maintenance man Tom Schindler will be sharing his baby chicks for special story times later in April.

6) **Old Business.**

a. Service Animal Policy. Jean spent a considerable amount of time researching policies regarding service animals. The policy presented to the Board states, in part, that only dogs will be recognized as service animals. Dogs whose sole function is to provide comfort or emotional support are not considered service animals. The staff cannot ask about the person's disability. However, they may ask if the dog is required because of a disability, and what work or task the dog has been trained to perform. Following discussion, a motion was made and seconded to accept the Service Animal Policy as written. **VOTED:** Madeline Flood, Ava Grimason, Meredith Goodwin and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

b. Community Read Wrap-Up. As mentioned in the Director's Report, the Community Read programs were very well received, even though most patrons did not enjoy the actual book itself.

7) New Business.

a. Budget FY19. The Library budget has been approved by the Finance Committee and will be presented at the upcoming Town Meeting in May. With the approved budget, the Library will be able to meeting its certification requirements by the State.

b. Public Internet Connection. Marie mentioned that there have been issues with the Wi-Fi dropping in the Library. FTG, an outside company used by the SAILS network, was called. The FTG representative couldn't pinpoint why the Wi-Fi was dropping and was suggesting a number of corrections at a great expense. Cesar Calouro, Head of Information Technology for Halifax, was called in to look at the firewall, and he determined that a new firewall was not necessary. There appeared to be an overload on Wi-Fi with patrons using their phones and computers as well as the library equipment. The public computers and printer have now been hard wired, and Cesar ordered a new wireless access point and installed the same.

c. Possible New Trustee. Two individuals have demonstrated an interest in being write-in candidates for the open Library Trustee positions: Susan Davey and Patrick Michaels.

8) Next Meeting Date: The next monthly meeting of the Board will take place on Monday, May 14, 2018 at 6:30 p.m. Following the meeting, the Board will then proceed to the Annual Town Meeting.

Meeting adjourned 7:25 p.m.

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