

**The Holmes Public Library**  
**470 Plymouth Street**  
**10/15/2020 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on October 15, 2020 at 6:30 p.m. Attending were Trustees – Patrick Michaels, Chair, Diane Ruxton, Vice Chair, Susan Davey, Madeline Flood, and Kathy Shiavone; and Library Director, Jean Gallant. Apologies: Paul Delaney and Assistant Director Marie Coady.

Chair, Patrick Michaels, called the meeting to order at 6:36 p.m.

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the September 10, 2020 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
  - a. Library Card Policy
  - b. Library – Affiliated Organization Policy
- 7) New Business
  - a. Aris Report Highlights
  - b. Programming Update
- 8) Next meeting date – November 12, 2020 at 6:30 p.m.
- 9) Adjourn

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

2) **Approval of the September 10, 2020 Board Meeting Minutes.** The minutes of the September 10, 2020 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 September 10, 2020 meeting. **VOTED:** Susan Davey, Madeline Flood, Diane Ruxton and Kathy Shiavone voted in favor. None opposed. Motion passed.

3) **Chair's Report.** Patrick mentioned that he wondered whether plans are in place if it becomes necessary to close the library again due to the pandemic. Jean reported that she believes she will continue to have staff in the building, will continue to order new books, and will resort to curbside pickup if the public is not allowed in the building. With the end of the COA Book Club due to weather conditions, there was a discussion of possible duties for Lynette to allow her to continue with her current hours. Jean reported that the Book Drop is open evenings though it has not been publicly noted, and she continues to get donations in the Book Drop though not as many as had been received earlier.

4) **Friend's Liaison Report.** Madeline reported that she and Jean had attended the Friend's Meeting on September 30 via Zoom. With the resignation of Ava Grimason as Chair of the Friends, Jean conducted the meeting. There was no specific Treasurer's Report since the reports are on the Google website and files have been moved around and need to be located. However, there is approximately \$10,000 in the Friends accounts. Membership in the Friends continues to grow a little at a time. Betsy Hodge was elected Chair of the Friends. It was suggested that donations for the Silent Auction will be put in cellophane bags to limit handling by the bidders. Donations will be needed by the week of November 16 with the Auction being held November 23 through December 16.

Discussion followed with the suggestion being made to photograph the articles prior to being placed in the cellophane bags, and since Marie will not be available to actually take the photos for the website, someone else will have to take the photographs. There may be a need to run the auction on line if the library is forced to close during that time.

**5) Director's Report.** The Director's Report had been distributed to the Board prior to the meeting. Jean mentioned highlights of the Aris Report, noting that the statistics are only through the end of June. She also mentioned that Holly has put together a terrific Story Walk at the Halifax Millennial Trail behind the Halifax Museum and suggested that the Trustees should venture over and walk through the trail.

Jean presented a number of papers that required signatures. Patrick will be the individual responsible for signing payroll in the event Jean is not available. Another paper required the signatures of the Trustees, who will be responsible for payment of bills in Jean's absence. Jean announced (with a smile) that anyone who wanted to know how to do the bills was welcome to come see her.

Jean will be putting out a survey to the public for the Long-Range Plan in January. However, she is not sure of how a committee for the Long-Range Plan will be put together and how they will meet.

**6) Old Business.**

**a. Library Card Policy.** The Board reviewed the policy as presented. Following discussion, a motion was made and seconded to accept the Library Card Policy as written. **VOTED:** Susan Davey, Madeline Flood, Diane Ruxton and Kathy Shiovone voted in favor. None opposed. Motion passed.

**b. Library-Affiliated Organization Policy.** Having received a copy of the policy beforehand, the Board reviewed the policy as presented. Following discussion, a motion was made and seconded to accept the Library-Affiliated Organization Policy as written. **VOTED:** Susan Davey, Madeline Flood, Diane Ruxton and Kathy Shiovone voted in favor. None opposed. Motion passed.

**7) New Business.**

**a. Aris Report Highlights.** This had been discussed during the Director's Report. The purpose of the Aris Report is to maintain state certification for the library. The MBLC administers the Annual Report Information Survey (ARIS). Each fiscal year, public libraries are required to submit this data in order to receive State Aid to Public Libraries and to meet the minimum standards of public library service.

**b. Programming Update.** In order to get back to normal scheduling, they are considering Face Book Live Storytime. It was suggested that staff might be asked what they would like to do to get more individuals involved in library activities. Also suggested was an on-line group chat for book club members, etc.

**8) Next Meeting Date:** The next meeting of the Board will take place **Thursday, November 12, 2020, at 6:30 p.m.**

Meeting adjourned 7:33 p.m.

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