

**The Holmes Public Library**  
**470 Plymouth Street**  
**7/13/2020 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on July 13, 2020 at 6:30 p.m. Attending were Trustees – Susan Davey, Paul Delaney, Madeline Flood, Patrick Michaels, and (new Trustee) Diane Ruxton; and Library Director, Jean Gallant. Apologies: Assistant Director Marie Coady.

The Secretary Madeline Flood, called the meeting to order at 6:32 p.m.

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the March 13, 2020 Board Meeting Minutes
- 3) Friend's Liaison Report
- 4) Director's Report
- 5) Old Business
- 6) New Business
  - a. Reorganization of the Board
  - b. Approval of the Library Re-opening Plan
- 6) Next meeting date – August 10, 2020 at 6:30 p.m.
- 7) Adjourn

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

2) **Approval of the March 13, 2020 Board Meeting Minutes**. The minutes of the March 13, 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 March 13, 2020 meeting. **VOTED**: Patrick Michaels, Susan Davey, and Madeline Flood voted in favor. None opposed. Motion passed.

3) **Friend's Liaison Report**. Jean reported that she had attended the Friend's ZOOM meeting in June. They have managed to get a newsletter out and have kept their membership drive going through the newsletter. They approved funds for the mural in the Children's Room. Charles Sorrento will be working with Jean and Holly to design the mural and will start working on the mural on or about August 1. Scott and the building crew have primed the walls in preparation of the mural. The Friends have also purchased benches for the Ruth Perkins Garden. The Boardman family will be installing the new benches in the Garden during the coming month. In addition, the family of Joyce Jacobson, who recently passed, has made a gift of \$450 to the Library in her memory.

4/7) **Director's Report/Library Reopening Plan**. A draft of the Library Reopening Plan that Jean has prepared had been distributed to the Trustees prior to the meeting. Newspapers will not be available to the public; however, magazines and periodicals will circulate. Hours of operation open to the public have been reduced to 33 hours, down from 41 hours per week. Jean has attempted to arrange staffing schedules to accommodate all employees. All returns will be placed in the outside book drop and will be quarantined for 72 hours. Jean explained the process involved in the quarantine and distribution of items. Children's checkouts will be done from the children's desk and the children's area will be open by appointment only and will be limited to one party no larger than three at a time. Masks will be required for staff and patrons. If a patron does not want to wear a mask, Jean will offer alternative services. A couple computers will be available to the public by appointment, as well as the copy machine. Staff will not be available for assistance with computer usage. All machines will be wiped down and disinfected after each use. Rest rooms will not be available to patrons.

The Library will be open to the public on Monday, July 20.

Following discussion, a motion was made and seconded to approve the Library Reopening Plan. **VOTED:** Patrick Michaels, Susan Davey, Paul Delaney and Diane Ruxton voted in favor. None opposed. Motion passed.

Lynette will be starting up the Council of Aging Book Club again in August with meetings to be held outside. Maria Bumpus is also considering reactivating the afternoon book club with meetings outside.

Jean also reported that the South Shore Family Network has contacted her concerning putting together a Story Walk in on the Halifax Trail off Plymouth Street. A WGBH Family Fun at Home Activity Booklet will be distributed to participants.

7) **New Business.**

a. **Reorganization of the Board.** Patrick Michaels was nominated and elected as Chair of the Board and Diane Ruxton elected as Vice Chair. Madeline Flood agreed to continue as Secretary at least until there is a full six-member Board. We will be seeking an individual to fill the open seat on the Board.

8) **Next Meeting Date:** The next meeting of the Board will take place **Monday, August 10, 2020, at 6:30 p.m.**

Meeting adjourned 7:59 p.m.

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