

The Holmes Public Library
470 Plymouth Street
9/10/2020 minutes from the Board of Trustees meeting

The Board of Trustees held their regular public meeting at the Holmes Public Library on September 10, 2020 at 6:30 p.m. Attending were Trustees – Patrick Michaels, Chair, Diane Ruxton, Vice Chair, Susan Davey, Paul Delaney, and Madeline Flood; and Library Director, Jean Gallant. Apologies: Assistant Director Marie Coady. Also attending: Kathy Shiavone.

Chair, Patrick Michaels, called the meeting to order at 6:30 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the August 13, 2020 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Five-year Long-Range Plan
- 7) New Business
 - a. In Person Service Update
 - b. Staffing Update
 - c. Annual Town Meeting
 - d. Policy Pertaining to Library – Affiliated Organization
 - e. Library Card Policy
- 8) Next meeting date – October 8, 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 August 13, 2020 Board Meeting Minutes.** The minutes of the August 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 August 13, 2020 meeting. **VOTED:** Susan Davey, Paul Delaney, Madeline Flood and Diane Ruxton voted in favor. None opposed. Motion passed.

3) **Chair's Report.** Patrick welcomed Kathy Shiavone to the Board. Kathy will be an active member once she has taken her oath at the Town Clerk's office.

4) **Friend's Liaison Report.** Madeline reported that she and Jean had attended the Friend's Meeting on August 26 via Zoom. Membership in the Friends continues to grow a little at a time. They have agreed to funding (\$200) for the pre-recorded infant lap sit. Bags will be given to those who register for the program. These bags will include books and related materials for the participants. The Friends Fall Newsletter is due to go out in October and will include a membership application for those not already members. While the actual Book Sale will not take place this year, the sale of books on the Friends' Shelf is once again in progress. Ava Grimson has stepped down as Chair of the Friends. Jean will be conducting the next meeting on September 30 via Zoom.

5) **Director's Report.** The Director's Report had been distributed to the Board prior to the meeting. Jean listed the various programs for children and adults currently planned for the next few months.

The Council of Aging Book Club (directed by Lynnette Toohey) is going well, currently being held under the tent at the COA. The Afternoon Book Club (directed by Maria Bumpus) is also going well, holding their meetings outside the library. Adjustments will have to be made depending upon weather conditions. This may present a challenge as the Great Hall capacity is limited to 11.

Lynnette also continues to deliver books to homebound patrons once a month, which should continue indefinitely.

The Genealogy Group will be having a Zoom Meeting with Christopher Jean, Legislative Aide to State Representative Kathy LaNatra.

Jean also read a letter from Marie Coady concerning the Library's Facebook page, requesting that the Board members like and/or share the Library's posts to promote the library events.

6) **Old Business.**

a. **Five-year Long-Range Plan.** Jean reported that a committee will need to be set up in the near future to begin working on the Five-Year Plan for the Library. There will be three meetings gathering information from the community to see where the library will be going over the next five years. A survey will be sent out to the community in order to determine the needs of the town. Jean will be looking into how future meetings of the Long-Range Committee will be conducted to set up the goals and objectives for the Plan.

7) **New Business.**

a. **In-Person Service Update.** Jean reported that services continue as in the previous month. She is asking for a simpler means of sanitizing the computers. She has also asked for two additional book trucks to help move books from the Book Drop, which is now open all the time, including weekends.

b. **Staffing Update.** Jean reported that Kathy has handed in her resignation. Jean will not be posting for a replacement for this position until after the end of the year.

c. **Annual Town Meeting.** The Annual Town Meeting is scheduled to take place on Saturday, September 12 at 9 a.m. The Town will be requesting a 1.6% wage increase for Town Employees.

d. **Policy Pertaining to Library-Affiliated Organization.** Due to time constraints, Jean presented a draft of the policy to the Board for discussion at the next meeting. Jean will send a copy of the Friends By-laws to the Board for review.

e. **Library Card Policy.** Due to time constraints, Jean presented a draft of the policy to the Board for discussion at the next meeting.

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

Meeting adjourned 7:46 p.m.

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