

**The Holmes Public Library**  
**470 Plymouth Street**  
**2/11/2021 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on February 11, 2021, 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 6:35 p.m.

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the November 12, 2020 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
  - a. Customer Service Policy
- 7) New Business
  - a. Approval of the FY22 Budget
  - b. Long Range Plan Survey
  - c. MBLC Grant "Mind in the Making"
  - d. Director's Review
  - e. Trustee Openings
- 8) Next meeting date – March 11, 2021 at 6:30 p.m.
- 9) Adjourn

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

2) **Approval of the November 12, 2020 Board Meeting Minutes.** The minutes of the last meeting of the Board (November 12, 2020) 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 November 12, 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 has taken out papers for his next term as Trustee. He also expressed concern for what plans may be in place in the event the library is once again fully open to the public for a full forty-one hours a week.

4) **Friend's Liaison Report.** Since Madeline had not attended the January 27 Friends Meeting via Zoom, Jean reported on the meeting. The auction was great and made approximately \$1,530. There had been one minor problem with an item sold. The individual had assumed that the games purchased were brand new, but the games had been gently used. It was decided that in the future, if an item is not brand new, it will be designated as gently used. Membership is doing well, and it is a very strong Friends group.

5) **Director's Report.** The Director's Report had been distributed to the Board prior to the meeting. Her report covered most of the items listed on the agenda for this meeting.

Jean and the staff are happy that the library is open and that they are the only library open in the local area. The most stress comes from patrons trying to use the computers and they have found that limiting the time to use the computers to fifteen minutes had alleviated some of the stress.

## 6) Old Business.

a. **Customer Service Policy.** A revised Customer Service Policy had been distributed to the Board prior to the meeting. Following discussion, a motion was made and seconded to accept the revised Customer Service Policy. **VOTED:** Susan Davey, Madeline Flood, Diane Ruxton and Kathy Shiavone voted in favor. None opposed. Motion passed.

## 7) New Business.

a. **Approval of the FY22 Budget.** A copy of the proposed budget for FY22 and the cover letter to the Town Accountant and Finance Committee had been distributed to the Board prior to the meeting. The Library is seeking \$336,000 to meet State certification, which is an increase of \$4,000 from last year's budget (mostly due to a step increases in wages and salaries for the staff). Jean reminded the Board that next year's budget is apt to have problems because of increased wages and costs. Suggestions were made to have a review of other town buildings to determine how expenses for utilities etc. are handled.

Following discussion, a motion was made and seconded to accept the FY22 budget as set forth. **VOTED:** Susan Davey, Madeline Flood, Diane Ruxton and Kathy Shiavone voted in favor. None opposed. Motion passed.

b. **Long Range Plan Survey.** Marie has posted on the Library's website and on social media a Long-Range Plan Survey for individuals to complete. This survey is the initial step in gathering community feedback and is designed primarily to focus on library services. There will be more opportunities for community input in the coming months. Thus far, there have been less than 100 responses, many of which note that they would like to have the library open on Saturdays. This led to a discussion concerning staffing and schedules in the likelihood that the library would be open on Saturdays.

c. **MBLC Grant "Mind in the Making".** The Mass. Board of Library Commissioners is sponsoring **Mind in the Making** grants to develop innovative programming and spaces that encourage invention and tinkering, where children can explore simple concepts in tactile, real ways. Jean, Marie Coady and Holly Iannucci attended a workshop, and Jean is working with her sponsor to write a proposal for a grant for the Library. To date, most of the grants have been in the amount of \$10,000. The draft is due February 18, but the final proposal will not be due until April.

d. **Director's Review.** The Trustees will conduct a Director's Review at the next meeting in March. Forms to be completed are available on the Town's website.

e. **Trustee Opening.** Paul Delaney will no longer be able to serve as a Trustee as he has sold his house and will be moving to Texas. Paul's term of office has one year remaining. The terms for Patrick Michaels, Susan Davey and Kathy Shiavone will expire this year. Pat has taken out papers, but Susan and Kathy have yet to make a decision. Jean is aware of an individual who may be interested in filling Paul's term as Trustee and will approach him in the near future.

8) **Next Meeting Date:** The next meeting will be held on March 11, 2021 at 6:30 p.m.

Meeting adjourned 8:20 p.m.

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