

**The Holmes Public Library  
470 Plymouth Street  
3/11/2021 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on March 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 6:41 p.m.

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the February 11, 2021 Board Meeting Minutes
- 3) Director's Review
- 4) Next meeting date – April 8, 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 February 11, 2021 Board Meeting Minutes.** The minutes of the last meeting of the Board 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 11, 2021 meeting. **VOTED:** Susan Davey, Madeline Flood, Diane Ruxton and Kathy Shiavone voted in favor. None opposed. Motion passed.

3) **Director's Review.** The purpose of this meeting was for the Annual Performance Evaluation of the Director of the Library. Jean presented a copy of the goals she had set for the prior year (March 2020 through February 2021). Following a discussion of those goals, it was determined that, despite the problems encountered with the Covid 19 Pandemic, Jean was able to complete a majority of those goals.

Jean also provided a list of the Director's Goals for the coming year (March 2021 – February 2022), which included a plan to return to full library services, writing an LSTA Grand Mind in the Making, and preparing a Long Range Plan for FY23-FY27.

Each member of the Board had prepared his/her own performance evaluation prior to the meeting using the form provided by the Wage and Personnel Board. Patrick read each category and, after discussion, a joint decision was entered as to the performance factor and any comments considered in support of that decision. In general, it was determined that most categories fell under the "Outstanding" and "Above Average" levels for the Director's performance.

The Board was very pleased with the Director's achievements during this difficult year and appreciated her efforts to keep the library open and accessible to the public.

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

Meeting adjourned 8:35 p.m.

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