

The Holmes Public Library
470 Plymouth Street
5/7/19 minutes from the Board of Trustees meeting

The Board of Trustees held their regular public meeting at the Holmes Public Library on May 7, 2019 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant and Assistant Director, Marie Cody. Paul Delaney arrived later in the meeting. Apologies: Susan Davey.

Meredith Goodwin, Chair, called the meeting to order at 7:00 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the March 12, 2019 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Volunteer Policy
 - b. Community Read Update
 - c. Budget Revision
- 7) New Business
 - a. New Hire
 - b. Exhibit Policy
- 8) Next meeting date – June 11, 2019 at 7:00 p.m.
- 9) Adjourn

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

2) **Approval of the March 12, 2019 Board Meeting Minutes.** The minutes of the March 12, 2019 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 12, 2019 meeting. **VOTED:** Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

3/4) **Chair's and Friend's Liaison Report.** Chair Meredith Goodwin reported that she had attended the Friends Meeting on April 24. The Friends have prepared a Spring Newsletter which will be sent out to the membership; the new cups have come in; and the new pens have been ordered but have not yet arrived. The Cake Walk will be Saturday, May 11, and the Annual Book Sale will be on June 1. Books will be accepted during the month of May for the sale. Nominations for Directors took place with the vote taking place next month.

5) **Director's Report.** The Director's Report was distributed to the Board during to the meeting. Jean sent the letter for the relief of the no trespassing order, and she received a thank you letter from the individual. Kathy Olding is the new Circulation Associate and is working out very well.

The Community Read was a huge success with many patrons checking out the book with positive feedback. The programs in connection with the Read were also quite successful with staff and patrons as well. Paintings from the Council of Aging painting class are on display in the community room for the month of May. And Janice Campbell from the Halifax Congregational Church shared her origami prayer cranes, hanging the cranes along the circulation desk.

The FAX machine had been out for a period of time but is now repaired. The Library does a lot of FAXing and charges \$1 a page. Close to \$1,000 has already been turned over to the Town thus far this year from FAX funds received.

The School door is now fixed and a card reader must be used in order to enter the premises from the school. Two cards will eventually be issued for the Library staff. Jean has also stated that there will be no access for school personnel while the library is closed or after school.

The library also received the second installment of the State Aid in the amount of \$5,650.75. For FY19 the library received \$11,104.15, about \$300 more than the previous year.

6) Old Business.

a. Volunteer Policy. The Volunteer Policy previously reviewed at an earlier meeting had been amended as previously discussed. Following discussion, a motion was made and seconded to accept the revised Volunteer Policy. **VOTED:** Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

Jean will make a list of policies which have not been reviewed and are no longer applicable to current situations. It was suggested that she make a list to be reviewed and marked “retired” at the next meeting.

Marie also mentioned that she will prepare a social media policy for the library to be presented at the next meeting. It was suggested to be a media branding policy.

b. Community Read Update. This had been discussed in the Director’s Report. Marie presented some statistics from the Facebook pages during the Community Read program, showing “likes”, “followers”, “shares”, and amount of engagement for specific posts. It was suggested that the library should post on the Internet daily. Marie will consider this and will be posting on the days that she is actually working.

c. Budget Revision. The budget was submitted \$327,700, which is required by the state to qualify for state funds. Because of the recommended 2% raise for town employees, specific areas of the budget had to be adjusted to meet the state requirements. New computers will now be presented at Town Meeting as part of the Town’s Capital Plan.

7) New Business.

a. New Hire. As previously discussed, Kathy Olding is our new Circulation Assistant. She comes with superior customer service skills and has adjusted very nicely to her new role at the library.

b. Exhibit Policy. Due to the late hour, this will be discussed at the next meeting. Jean will email the Exhibit Policy to the Board prior to the next meeting.

c. Halifax History. Sue Basile put together a book concerning the history of Halifax, which will be catalogued as a Reference Book and will be in the history area for patrons to peruse.

8) Next Meeting Date: Next meeting of the Board will take place on Tuesday, June 11, 2019, at 7:00 p.m.

Meeting adjourned 8:04 p.m.

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