

The Holmes Public Library
470 Plymouth Street
3/12/19 minutes from the Board of Trustees meeting

The Board of Trustees held their regular public meeting at the Holmes Public Library on March 12, 2019 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Susan Davey, Madeline Flood, and Ralph Goodwin; and Library Director, Jean Gallant, and Assistant Director, Marie Coady. Apologies: Paul Delaney.

Meredith Goodwin called the meeting to order at 7:05 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the January 3, 2019 Board Meeting Minutes
- 3) Approval of the January 12, 2019 Board Meeting Minutes
- 4) Chair's Report
- 5) Friend's Liaison Report
- 6) Director's Report
- 7) Old Business
 - a. FY2020 Budget Review
- 8) New Business
 - a. Community Read Programming
 - b. Volunteer Policy
 - c. No Trespassing Order
- 9) Next meeting date – April 9, 2019
- 10) Adjourn

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

2) **Approval of the January 3, 2019 Board Meeting Minutes.** The minutes of the January 3, 2019 meeting had been distributed to the Board by e-mail prior to the meeting. A motion was made and seconded to accept the minutes of the January 3, 2019 meeting. **VOTED:** Patrick Michaels, Susan Davey, Madeline Flood, and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

3) **Approval of the January 12, 2019 Board Meeting Minutes.** The minutes of the January 12, 2019 meeting had been distributed to the Board by e-mail prior to the meeting. A motion was made and seconded to accept the minutes of the January 12, 2019 meeting. **VOTED:** Patrick Michaels, Susan Davey, Madeline Flood, and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

4/5) **Chair's and Friend's Liaison Report.** Chair Meredith Goodwin reported that she had attended the Friends Meeting on February 27. They are now selling pens for \$2 each, and magnets for \$1 apiece. They are also planning to order new mugs with a logo different from the mugs previously offered. Jean reported that there was a problem finding a distributor for the mugs. Susan mentioned that she would approach a gentleman in Kingston for possible production of the mugs. The Friends are also planning to purchase a floor lamp for the reading area by the window, and a new sandwich board for the library. The Cake Walk has been scheduled for May 11, and the Book Sale is planned for June 1.

6) Director's Report. Jean had distributed her report to the Board by e-mail prior to the meeting. The library's summer learning expanded grant was not approved because of a greater number of applications than had been expected.

A total of 78 Welcome to the Community Packets have been mailed to new residents thus far, and are being handed out to new residents who come into the library without having received the packets.

Applications for the open Circulation Position are due on March 15. A number of good applications have been received and interviews will begin the following week with the hope of filling the position by April 1.

7) Old Business.

a. FY2020 Budget Revision. Jean reported that she will be making an adjustment in the amount requested for employee wages on order to allow for an increase in Linette's hours so she will be able to run a senior book club.

Jean will also be requesting an upgrade of several library computers, having been advised by the Desktop Support person for the Sails Network that the Microsoft will stop supporting the Windows 7 Operating System within the next year. He recommended replacing all Windows 7 computers, especially the staff computers. Of the ten computers that are running on Windows 7, Jean will be asking to replace five computers within the next year. The remaining five will be replaced at a later date. The subject of possible leasing of computers was discussed and it had been decided that leasing would not be appropriate for the library.

8) New Business.

a. Community Read Programming. Marie has done a terrific job on a brochure describing programs being offered for the current year's Community Read. The Local Writers program was well received last Saturday, and while there were only a few individuals who came to see the film "Temple Grandin" on Monday evening, it was a big hit to those who came to watch.

Marie described the upcoming program which will be presented on Saturday – "Torn Apart/Separados" by Roopkia Risam.

Marie also prepared a Scavenger Hunt card for children to bring home. When all tasks have been completed, the child will be able to choose a Dr. Seuss eraser as a prize.

b. Volunteer Policy. Jean presented a copy of the current Library Policy Regarding Volunteers which had been revised in 2003. She suggested that the policy be reviewed to state that the weekly commitment be reduced from two hours per week to one hour per week. The revised policy will be discussed at the next meeting.

c. No Trespassing Order. Jean presented a draft of a letter she will be presenting to the Police Department requesting that a No Trespassing Order that had been put into effect for a specific individual be rescinded. Following discussion, the Board approved and signed the letter to be sent to the Chief.

d. Marie suggested that we might consider developing a policy concerning appropriate topics to be shared on the library's social media sites.

e. A digital copy of the proposed contract for the Library Director had been delivered to the Board by e-mail prior to the meeting. Following discussion, the Board approved the six-year contract and looks forward to working with Jean during the term of the contract.

f. Madeline reported that she had been approached by a library patron concerning what was considered excessive noise during some of the children's programs. It was suggested that the programs were most likely those run by outside groups who are meeting at the library. Staff has tried to give the parents running the programs some leeway in policing the noise, but have interrupted the programs if deemed excessive. Replacement of the soundproofing system in the ceiling has been determined to be extremely expensive.

9) Next Meeting Date: Next formal meeting of the Board will take place on Tuesday, April 9, 2019 at 7:00 p.m.

10) Adjourn: Meeting adjourned 8:19 p.m.

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