

**The Holmes Public Library**  
**470 Plymouth Street**  
**2/13/18 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on February 13, 2018 at 6:30 p.m. Attending were Trustees – Chair Maureen Thayer, Madeline Flood, Ava Grimason, and Ralph Goodwin; and Library Director, Jean Gallant and Marie Coady. Paul Delaney arrived during the latter part of the meeting. Apologies: Meredith Goodwin.

**Maureen Thayer called the meeting to order at 6:31 p.m.**

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the January 2, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
  - a. Update of FY19 Budget Proposal
  - b. Update on FY19 Capital Plan
  - c. Parking Lights
- 7) New Business
  - a. Library Closing Procedure/Policy
  - b. Book Refund Policy
  - c. Service Animal Policy
  - d. Halifax Reads Calendar of Programs (draft)
- 8) Next meeting date – March 13, 2018
- 9) Adjourn

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

2) **Approval of the January 2, 2018 Board Meeting Minutes.** The minutes of the January 2, 2018 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 January 2, 2018 meeting. **VOTED:** Madeline Flood, Ava Grimason, and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

3) **Chair's Report.** Maureen mentioned that she had lunch with friends from Middleboro and they were astonished at the number of events that are scheduled in our library. Their library does not sponsor as many events even though they are a much larger town.

The Director's Review is scheduled for March 3 at 2 p.m. Madeline has reported that she will not be available for the meeting but the Board agreed to continue holding the review as scheduled. Maureen went over the various options and requirements for the review.

4) **Friend's Liaison Report.** Ava reported that the Friends are considering another Cake Walk in the spring, possibly March 31. Jean mentioned that a story time is currently scheduled for that date, so the Cake Walk will be held in April. They are discussing improvements to the Cake Walk that was held last year. They also have to decide if the Cake Walk is to be a fund raiser or as an event.

The Friends also discussed the programs associated with the upcoming Community Read. Friends will be sponsoring a couple of the programs for the Read.

**5) Director's Report.** The Directors Report had been distributed to the Board by e-mail earlier that day prior to the meeting. Jean has had problems finding sufficient time preparing the report in time for the meetings.

She reported that two of the current Policies had come in handy recently. The policy concerning the closing of the library ten minutes prior to closing had to be explained to a patron who has a problem getting to the library just prior to 5 p.m. Jean was able to explain the reasons for the closure, but the patron was not satisfied and complained to the Mass Board of Library Commission. A member of the Commission called Jean to discuss the situation, and stated that she understood and agreed with the closing policy. It turns out that the early closing is not an actual policy, but is a procedure. This will be corrected at this meeting.

The other situation involved a two-hour delay for the schools, which also meant a two-hour delay for the library. In submitting the time cards for the personnel who were scheduled to work that day, it became necessary to produce a copy of the policy previously voted by the Board in support of the situation.

Jean also gave a rundown of the events for the Halifax Reads program. The kickoff will be held on March 3 and events will be held throughout the month of March.

**6) Old Business.**

a. Update on FY19 Budget Proposal. Jean will be meeting with Diane Ruxton, the Library Liaison, to discuss the budget. Diane will bring the information to the Finance Committee. The Town's finances are of concern during this upcoming year, and department heads have been encouraged to attend the Finance Committee meeting.

b. Update on FY19 Capital Plan. The Capital Planning meeting did not go very well. There appeared to be some misunderstanding concerning the need for the parking lot light. The funds for the light have not been included in the Town Warrant as had originally been discussed. There is no definitive date for the installation of the light.

c. Parking Lot Lights. See discussion above.

**7) New Business.**

a. Library Closing Procedure/Policy. As Jean had reported earlier in the meeting, additional wording was added to the Personnel Policy to support the closing of the library ten minutes prior to the actual closing. Following discussion, a motion was made and seconded to accept the revised Personnel Policy as presented at the meeting. **VOTED:** Madeline Flood, Ava Grimason, and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

b. Book Refund Policy. This policy specifies the procedure for lost items and the replacement thereof. If a patron eventually finds a lost book, Jean noted that funds previously paid cannot be refunded if the funds had been received in a previous fiscal year. Following discussion, a motion was made and seconded to accept the Book Refund Policy as presented at the meeting. **VOTED:** Madeline Flood, Ava Grimason, and Ralph Goodwin, being a quorum of those in attendance, voted in favor. No abstentions, none opposed. Motion passed.

c. Service Animal Policy. Jean had hoped to have a draft of this policy to present to the Board, but did not have the time to weed through all the information available in order to draft the policy at this time. She will be working on this matter and will present it at another time. She noted that dogs are the only service animals allowed, and that the staff is allowed to ask if the dog a service animal because of a disability, and what service the dog performs. The dog must be harnessed and cannot be disruptive.

d. Halifax Reads Calendar of Programs (draft). This had been discussed during the Director's Report.

e. Marie shared an article with the Board entitled, "Time's Up on Harassing Your Public Librarian". The article provided some examples of problems encountered by librarians and public employees.

**8) Next Meeting Date:** The next monthly meeting of the Board will take place on Tuesday, March 13, 2018 at 6:30 p.m. A meeting concerning the Director's evaluation will be held on Saturday, March 3, 2018 at 2 p.m.

Meeting adjourned 7:20 p.m.

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