

The Holmes Public Library
470 Plymouth Street
1/3/19 minutes from the Board of Trustees meeting

The Board of Trustees held their regular public meeting at the Holmes Public Library on January 3, 2019 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Patrick Michaels, Vice Chair, Susan Davey, Paul Delaney, Ralph Goodwin, and Madeline Flood; and Library Director, Jean Gallant and Assistant Director, Marie Cody.

Meredith Goodwin, Chair, called the meeting to order at 7:03 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the December 11, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Internet Policy - approval and vote
 - b. Cori Policy - approval date
- 7) New Business
 - a. FY2020 Budget approval and vote
- 8) Next meeting date – January 12, 2019 at 1:30 p.m.
- 9) Adjourn

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

2) **Approval of the December 11, 2018 Board Meeting Minutes.** The minutes of the December 11, 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 December 11, 2018 meeting. **VOTED:** Susan Davey, Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

3) **Chair's Report.** The Chair had nothing to report at this time.

4) **Friends' Liaison Report.** There had been no meeting of the Friends in December. Jean reported that the Friends Silent Auction brought in nearly \$1,300. The Friends have also purchased magnets which are being sold for \$1 and will also be a prize for the Library Book Bingo game. Marie mentioned that she may approach the Friends for sponsorship of a scholarship at their January meeting. The sum of \$500 was mentioned as a possible request.

5) **Director's Report.** The Director's Report was distributed to the Board prior to the meeting. Jean had been working on budget which will be discussed later in this meeting. She was a bit surprised that the announcement of the MBLC Summer Learning Expanded grant has been delayed, possibly because of the large number of applications for the grant. She is hoping that the library will be one of the chosen few.

A window in the front of the building shattered just before Christmas last month with no apparent reason for the break. Although there was quite a mess in the building, no one was hurt and maintenance came quickly to secure the building.

Book Bingo cards will be on display in early January. Library-hours magnets will be given as prizes.

The Office of State Representative Kathy LaNatra will host monthly constituent hours at the Library. The first to be on Monday, January 28 from 1-3 p.m. This will be a good civic engagement event and will continue on a monthly basis.

6) Old Business.

a. Internet Policy. Marie Cody rewrote the Computer Use and Public Internet Access Policy to comply with the Board's suggestions at the last meeting. Following discussion, a motion was made and seconded to accept the revised Computer Use and Public Internet Access Policy. **VOTED:** Susan Davey, Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

It was decided that if Jean would like to reinstate a patron who had previously abused his/her computer privileges, the Director will ask for the Board's approval prior to reinstatement.

Marie also presented a Statement on Filtering to explain why the library does not filter its computers.

b. Cori Policy. In reviewing the Policy Manual, Jean noted that although the Board had discussed the Cori Policy, no vote had taken place at that meeting. Following discussion, a motion was made and seconded to accept the Cori Policy. **VOTED:** Susan Davey, Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

7) New Business.

a. FY2020 Budget Approval and Vote. Jean must submit the Library Budget by January 7, 2019. Prior to the meeting the Board received copies of proposed Budget for FY2020, and the Capital Plan Request which is submitted to the Capital Planning Committee itemizing the library's request for computer technology upgrades. In discussing the budget, Jean explained the process for determining the amount that must be received in order to maintain the Library's State Certification and receive the full amount of state aid. For FY2020, the amount required will be \$327,700. The total estimated request for the Library Capital Plan in FY2020 is \$2,000.

Following discussion, a motion was made and seconded to accept the FY2020 Budget to be presented to the Town. **VOTED:** Susan Davey, Paul Delaney, Madeline Flood, Ralph Goodwin and Patrick Michaels voted in favor. No abstentions, none opposed. Motion passed.

8) Next Meeting Date: It was decided to meet on Saturday, January 12 at 1:30 p.m. to discuss an Employee Performance Evaluation for the Director. Members will complete the forms individually and then meet to complete one full review. Jean will meet with the Board for her review about one-half hour later.

Meeting adjourned 8:06 p.m.

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