

**The Holmes Public Library**  
**470 Plymouth Street**  
**8/13/2020 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on August 13, 2020 at 6:30 p.m. Attending were Trustees – Patrick Michaels, Chair, Diane Ruxton, Vice Chair, Susan Davey, Paul Delaney, and Madeline Flood; and Library Director, Jean Gallant. Apologies: Assistant Director Marie Coady. Also attending: Kathy Shiavone.

Chair, Patrick Michaels, called the meeting to order at 6:37 p.m.

**Agenda:**

- 1) Pledge of Allegiance
- 2) Approval of the July 13, 2020 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
  - a. Filming Policy (possible vote)
- 7) New Business
  - a. Reopening Update
  - b. Five-year Long-Range Plan
  - c. Policy Pertaining to Library – Affiliated Organization
  - d. Library Card Policy
- 8) Next meeting date – September 10, 2020 at 6:30 p.m.
- 9) Adjourn

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

2) **Approval of the July 13, 2020 Board Meeting Minutes.** The minutes of the July 13, 2020 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 July 13, 2020 meeting. **VOTED:** Susan Davey, Madeline Flood and Diane Ruxton voted in favor. None opposed. Motion passed.

3) **Chair's Report.** As this was his first meeting as Chair, Patrick had nothing to report.

4) **Friend's Liaison Report.** Jean reported that there had not been a Friend's meeting since June. Madeline offered to be the Liaison from the Board. Jean will let the Friends know. The Reading Garden has been completed and Charles Sorrento is working on the mural in the Children's Room. The Friends would like to have a book sale once again, and would like to re-start the sale of books on the Friends' Shelf. It was the consensus of the Board that it would be okay to begin selling those books on the Friends' Shelf. Patrick suggested that the Friends set up a digital payment process.

5) **Director's Report.** The Director's Report had been distributed to the Board prior to the meeting. Jean expressed her appreciation for all of the work that Holly Iannucci has performed in the Children's Room. Jean mentioned that the reopening has been progressing rather smoothly, except that some patrons have become more demanding and expressing frustrations at some of the restrictions and guidelines. Some patrons are demanding personal attention while using the computers and copiers. They have not understood that the guidelines do not allow close personal contact.

Jean would like to change the hours that the Library is open. She is currently open 33 hours a week, which is more than the State requires. Evening hours have been very slow. She would like to open from 10 to 5 Monday through Thursday and 10 to 2 or 3 on Friday. Jean has not received any feedback from patrons regarding opening at night, but folks have been concerned about the lack of access to the book drop when the library is not open. Following discussion, it was the consensus of the Board that the reduced hours were acceptable, perhaps opening 12 to 6 a couple days to accommodate those patrons who work. It was also suggested that the Book Drop be left open week-day evenings to accommodate those patrons who cannot return their books during the opening hours. However, the Book Drop would not be open on weekends. This should be done without advertising to see if there appears to be a need to do so.

It was suggested that there was no need to quarantine those books received from or going to other libraries, which should reduce the quarantine workload for Jean.

The Council of Aging Book Club will be resumed, being led by Lynnette. The first meeting was held the day of the Board Meeting, and was quite successful – having fourteen members attending under the tent.

Jean also asked that the reopening rules for the children's area be adjusted. The reservation requirement for attendance in the children's area is overwhelming Holly. There is so little room available in that area and the process of filling the grab bags, etc., as well as preparing online activities for the children takes up a good amount of Holly's time. They would prefer to close the children's room to the public at this time. It was the consensus of the meeting that the children's area will be closed to the public.

#### 6) **Old Business.**

a. **Filming Policy.** Jean had made changes to the Filming Policy that had been discussed at a prior meeting. The amended policy had been distributed to the Board prior to the meeting. Following discussion, a motion was made and seconded to approve the Filming Policy. **VOTED:** Susan Davey, Paul Delaney, Madeline Flood and Diane Ruxton voted in favor. None opposed. Motion passed.

#### 7) **New Business.**

a. **Reopening Update.** This had been covered during the Director's Report.

b. **Town E-Mail Accounts.** It had been suggested that the Trustees have a separate e-mail address for use by the Town, in place of the personal e-mail addresses. It was the consensus of the Board that we would prefer to continue to use our personal e-mail addresses for library business.

Due to time constraints, the remainder of New Business items will be continued to the next meeting.

8) **Next Meeting Date:** The next meeting of the Board will take place **Thursday, September 10, 2020, at 6:30 p.m.**

Meeting adjourned 7:52 p.m.

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