

**The Holmes Public Library
470 Plymouth Street
10/9/18 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on October 9, 2018 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 Asst. Director, Marie Cody. Paul Delaney arrived later in the meeting.

Meredith Goodwin, Chair, called the meeting to order at 7:02 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the September 11, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Rewritten Building Policy (vote)
 - b. Cory Policy
 - c. Performer Payment Policy (vote)
- 7) New Business
 - a. Fall/Winter Programming
 - b. Cell Phone Policy
- 8) Next meeting date – Tuesday, November 13, 2018
- 9) Adjourn

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

2) **Approval of the September 11, 2018 Board Meeting Minutes.** The minutes of the September 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 September 11, 2018 meeting. **VOTED:** Susan Davey, Madeline Flood, Paul Michaels and Ralph Goodwin, being a quorum of those in attendance eligible to vote, 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.** Meredith reported on behalf of the Friends. Holidays in Halifax will be held on December 8. The Friends will again be holding a Silent Auction after Thanksgiving. It is most likely that items for the auction will be accepted the Friday after Thanksgiving. The specific dates will be firmed up at the next Friends meeting. Last year's auction raised nearly \$1,000. The Friends also are looking into improving the landscaping in the Ruth Perkins Reading Garden and are expecting an estimate from Grapevine Landscaping. They will also be ordering library tote bags and magnets. Susan suggested that the magnets might be included in the Welcome Packages expected to go out to new residents of Halifax.

Patrick noted that he found that, under the Amazon Smile portion of the Amazon site, the Friends of the Holmes Public Library is included in the list of charitable organizations to whom a portion of all purchases made by those who have chosen the Friends is donated. This was news to those in attendance and will be mentioned at the next Friends meeting.

5) Director's Report. The Director's Report was distributed to the Board prior to the meeting.

Jean thanked Patrick and Marie for their help at the recent Cribbage Night for the children, which was a great success. There was a good mix of children who had played cribbage previously as well as those new to the game. Some parents also participated in the game along with their children.

Patrick mentioned that Battleground Games and Hobbies in Abington have started doing some outreach programs in local communities. They are trying to build a culture where people are once again playing games. It is expected that they would bring a specific game or number of games to introduce folks to the games. It was the sense of the meeting that Patrick follow through with this idea and see if something can be worked out with the company in the future.

Jean noted that there were two terrific programs recently (the Cape Cod Cranberry Growers' Association, and author Michael Ponsor's presentation of his book, "The Hanging Judge") that were informative and impressive. Unfortunately, turnout for these two programs was disappointing. On October 1, Margaret McEwan came to discuss her book "Every Day is a Gift, A Couple's Cancer Journey" which was very well received by those in attendance. Staff member Maria Bumpus will be hosting a new program on scrapbooking on October 17.

On Thursday, October 18, the staff will be attending a workshop held by the Halifax Police Department in the Great Hall, discussing incident/event protocols, procedures and responses. Marie will be attending a MLS program on that day.

There will be a pumpkin decorating program in late October.

Jean and Marie continue to work on putting together a Welcome Package for new residents and will be approaching the Friends for funds to support this project.

6) Old Business.

a. Building Policy. Jean presented the revised Building Policy as discussed at the last meeting. A motion was made and seconded to accept the revised Building Policy. **VOTED:** Susan Davey, Madeline Flood, Patrick Michaels, and Ralph Goodwin, being a quorum of those in attendance eligible to vote, voted in favor. No abstentions, none opposed. Motion passed.

b. Performer Payment Policy. This policy is basically a checklist of tasks to be taken care of by library staff when scheduling a performer. Jean made the suggested revisions discussed at the previous meeting and presented it to the Board for approval. It was noted that, while the Friends are approached for approval of payment for performers, they do not actually approve the specific performers. Following discussion, a motion was made and seconded to accept the revised Performer Payment Policy. **VOTED:** Susan Davey, Madeline Flood, Patrick Michaels, and Ralph Goodwin, being a quorum of those in attendance eligible to vote, voted in favor. No abstentions, none opposed. Motion passed.

c. Cory Policy. Jean found a standard policy concerning a Cory check for new employees, volunteers and interns, and sent the Board an electronic copy of the policy prior to the meeting. Jean sought guidance from the Board concerning "Section VII. Determining Suitability of the Policy", asking what would be considered detrimental to hiring someone because of the background check results. A brief review of policies of other local libraries indicated that there was no specific factor determining the suitability for a position. Following a lengthy discussion, it was the sense of the meeting that the responsibility for hiring of new employees rests with the Director.

7) New Business.

a. Fall Programming Update. Most of this subject was covered during the Director's Report. However, in addition, the Silver Lake Writers will be coming back on November 3. Jean and Marie are trying to put together a Small Business Expo, which is still in the "thinking about it"/planning stage.

b. Cell Phone Policy. Jean had found an old cell phone policy in her files and presented it to the Board. It was determined that the provisions of this older policy were already included in the Patron Behavior Policy previously approved by the Board. It was the sense of the meeting that there was no need to discuss this matter any further; Jean will retire the policy.

8) Next Meeting Date: The next meeting of the Board will take place on Tuesday, November 13, 2018 at 7 p.m.

Meeting adjourned 8:17 p.m.

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