

**The Holmes Public Library
470 Plymouth Street
9/11/18 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on September 11, 2018 at 7:00 p.m. Attending were Trustees – Meredith Goodwin, Chair, Susan Davey, Madeline Flood and Ralph Goodwin; and Library Director, Jean Gallant. Paul Delaney arrived later in the meeting. Apologies: Patrick Michaels.

Meredith Goodwin, Chair, called the meeting to order at 7:00 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the June 12, 2018 Board Meeting Minutes
- 3) Chair's Report
- 4) Friend's Liaison Report
- 5) Director's Report
- 6) Old Business
 - a. Poster Exhibit Policy
 - b. Building Policy
 - c. Children's/Ys Performer Payment Policy
- 7) New Business
 - a. Summer Events wrap-up
 - b. Fall/Winter programming
 - c. Aris and Financial Report Update
- 8) Next meeting date – Tuesday, October 9, 2018
- 9) Adjourn

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

2) **Approval of the June 12, 2018 Board Meeting Minutes.** The minutes of the June 12, 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 June 12, 2018 meeting. **VOTED:** Susan Davey, Madeline Flood 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.** Jean reported on behalf of the Friends. The Friends had a terrific book sale raising \$1,776, which was the highest amount raised to date. The Friends now have a full slate of officers and have been discussing how funds that have been raised will be used for the benefit of the library. Jean is considering requesting funds for a Memory Café and a Welcome Package for new Halifax residents.

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

The summer programs have been very busy, hosting many programs for both adults and children. The Summer Reading Program consisted of 49 programs with a total attendance of 889 participants.

Jean would like to work on the Memory Café, a time when caregivers can bring individuals to the library for crafts, reading, and other programs. A committee will need to be formed, with a facilitator to oversee the events. Jean is hoping to work with the Council on Aging to get the program started. She also hopes to put together a Welcome Package for new residents and asked for suggestions as to what should be included in the packages.

An author's visit is scheduled for Monday, September 24. Michael Ponsor will discuss his book "The Hanging Judge". Copies will be available for sale after the program and are also available in the SAILS Network.

Jean reported that she submitted the Aris report before the August 17 deadline. The application for State Aid and Compliance Form is due in early October. She also distributed a copy of the current budget showing how funds have been spent to date.

6) Old Business.

a. Poster Exhibit Policy. Jean found that there were several policies covering this subject, and decided to combine the Community Bulletin Board Policy which had been voted on last year and an older Poster Exhibit Policy. Following discussion, a motion was made and seconded to accept the revised Community Bulletin Board Policy.

VOTED: Susan Davey, Madeline Flood and Ralph Goodwin, being a quorum of those in attendance eligible to vote, voted in favor. No abstentions, none opposed. Motion passed.

b. Building Policy. There was considerable discussion concerning whether the Board must approve major repairs and renovations to the library. It was the sense of the meeting that the Board should be notified of major repairs and then approve same. Most felt that it was not necessary to establish a list of persons to be called in an emergency, or for the list to be provided to the police department and updated annually. Following the discussion, it was decided that Jean will make the revisions to the policy and present it to the Board at the next meeting.

c. Children's/YS Performer Payment Policy. This policy is basically a checklist of tasks to be taken care of by library staff when scheduling a performer. Jean will make suggested revisions and present it to the Board at the next meeting.

7) New Business.

a. Summer Events Wrap-up. This subject was covered during the Director's Report.

b. Fall/Winter Programming. Margaret McEwan has been scheduled to speak about her book in early October. Nessralla Farms will be donating some small pumpkins for the children's programs in October.

c. Aris and Finance Report Update. This subject was also covered during the Director's Report.

d. Paul reported that he had been approached by a resident wanting to discuss the resident's concerns about an individual's social media content. He was advised that if an individual wants to attend a meeting to discuss a concern, the individual should contact the Library Director and ask to be put on the agenda for discussion.

e. Cory Policy. Jean found a sample policy concerning a Cory check for new employees, volunteers and interns. Jean will be sending the Board an electronic copy of the Cory check policy. Jean will be seeking guidance from the Trustees at the next meeting.

8) Next Meeting Date: The next meeting of the Board will take place on Tuesday, October 9, 2018 at 7 p.m.

Prior to adjournment of the meeting, there was a moment of silence held in observance of lives lost in the 9/11/01 attacks.

Meeting adjourned 8:26 p.m.

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