

**The Holmes Public Library
470 Plymouth Street
1/4/2020 minutes from the Board of Trustees meeting**

The Board of Trustees held their regular public meeting at the Holmes Public Library on January 4, 2020 at 2:00 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. Apologies: Assistant Director Marie Coady.

Meredith Goodwin, Chair, called the meeting to order at 2:04 p.m.

Agenda:

- 1) Pledge of Allegiance
- 2) Approval of the December 10, 2019 Board Meeting Minutes
- 3) Budget Approval
- 4) Director's Report
- 5) Director's Review
- 6) Next meeting date – February 11, 2020 at 7:00 p.m.
- 7) Adjourn

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

2) **Approval of the December 10, 2019 Board Meeting Minutes.** The minutes of the December 10, 2019 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 10, 2019 meeting. **VOTED:** Patrick Michaels, Madeline Flood and Ralph Goodwin voted in favor. Paul Delaney abstained. None opposed. Motion passed.

3) **Budget Approval.** Jean presented a copy of her Budget Narrative as well as the actual Budget that she will be presenting to the Town. She explained that if the Town approves a salary increase for Town Employees, the additional funds will probably be taken from the Capital Plan funds in the Library Budget to avoid any problem with changes to the bottom line and meeting the state certification requirement. Discussion followed concerning the purchase and installation of a sound dampening system. Further research is needed concerning available systems and the cost thereof. Pat gave Jean the name of a company based in Easton, Massachusetts which Jean will look into a bit further.

Following discussion, a motion was made and seconded to accept the Budget as presented. **VOTED:** Patrick Michaels, Susan Davey, Paul Delaney, Madeline Flood and Ralph Goodwin voted in favor. None opposed. Motion passed.

4) **Director's Report.** Jean presented a list of her goals for the prior year and noted those items that she has completed. She also presented an itemized Goals for the March 2020 through February 2021. These included the implementation of a Community Read Program in the Spring, writing a Filming Policy for the Library, meeting with the COA to discuss creating a memory café, continue work on the Local History Corner, and begin planning process for the next Long-Range Plan. Paul made a suggestion concerning the wording of tasks that continue from year to year.

Jean will be looking for volunteers from the Board to sit on the Long-Range Plan Committee.

7) **Director's Review.** The Board then reviewed, with Jean, items contained in the Town's Performance Appraisal, evaluating Jean's performance as Library Director for the prior year. Using the designations of Outstanding, Above Average, Satisfactory and Below Average as defined in the form, each member stated their opinion and the reasons therefor for the eleven areas noted on the form. A composite answer for each category

was then entered on the Appraisal Form. It was the opinion of the Board that Jean has performed Above Average in most categories as well as several Outstandings entering into the mix. The Evaluation Form was then signed and given to the Director for presentation to the Town.

8) **Next Meeting Date:** Next meeting of the Board will take place Tuesday, February 11, 2020, at 7:00 p.m.

Meeting adjourned 3:53 p.m.

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