

The Holmes Public Library

470 Plymouth Street

October 2014 Minutes

The Board of Trustees held their regular public meeting at the Holmes Public Library on October 14, 2014 at 6:30 pm. Attending were Trustees- Priscilla Murphy, Robert Fuller, Ava Grimason, Caroline Harrington, and Greg Tilley; Library Director -Laurie Cavanaugh; and Library Director Assistant – Jean Gallant.

1. Trustees approved minutes from September 9, 2014 (5-0-0).
2. Chair's Report
 - a. Discussion of director evaluation process. Possibly will need to schedule a December meeting solely for evaluation.
 - b. Brought up possibility of staff liaison to board of trustees. Procedure for staff concerns/questions (staff can approach either director or director assistant) was discussed.
 - c. Suggested having a Soup & Sandwich Saturday (11-1). JGallant suggested the Friends of the Library might like to be involved.
3. Friends' Liaison Report
 - a. Donations from trustees for Silent Auction are requested by Nov. 17
 - b. The Bridgewater Triangle Documentary fundraiser set for Oct. 30
4. Director's Report
 - a. The library will be closed on Tuesday, November 11, for Veterans' Day, and the trustees' meeting usually scheduled for that night will have to be rescheduled.. The library will close at 5:00 p.m. on the Wednesday before Thanksgiving, November 26, and be closed on Thanksgiving, Nov. 27. The library will be open regular hours on the Friday and Saturday after Thanksgiving.
 - b. The annual financial report for FY2014 and State Aid compliance form were both filed with the Massachusetts Board of Library Commissioners in October.
5. Old Business
 - a. Halifax Reads was discussed, including difficulty of choosing a title that would appeal to a majority of readers of all ages, that is available in all formats (including large print and audio), and that has a local/state connection. CHarrington suggested Wally Lamb's latest novel or one of his older ones.
 - b. BFuller reported on Trustee Orientation at the Boyden Library in Foxborough, Monday, Sept. 22, attended by BFuller, AGrimason, and LCavanaugh. One topic discussed there was evaluation of a library director. Needs to be conducted by law in an open public meeting. GTilley suggested asking for goals and accomplishments from director. AGrimason suggested director do a self-evaluation. PMurphy spoke about ways the board can be prepared to conduct the director evaluation, such as having a separate preliminary meeting of the full board instead of a forming a subcommittee.
 - c. GTilley was elected to be secretary starting with the next meeting. Meetings will be recorded on tape for the purpose of compiling the minutes afterwards.

- d. The Policy Subcommittee met on Oct. 2nd instead of Sept. 18th, as originally planned. JGallant spoke about importance of all trustees' being able to explain rationale behind all library policies if questioned about them.
 - e. Library event sign was discussed. BFuller volunteered to create a design that could be submitted for required approval by the town.
6. New Business
- a. Revised Community Room Use policy was recommended by Policy Subcommittee and approved by trustees (5-0-0).
7. Meeting adjourned at 7:35 p.m., due to two board members having to leave early. The next Trustee Meeting will be on November 18, 2014 at 6:30 pm.

Respectfully Submitted,

Laurie Cavanaugh, Library Director (temporary secretary)