

**The Holmes Public Library**

**470 Plymouth Street**

**Halifax, MA 02338**

**Board of Library Trustees**

**Minutes**

The Board of Trustees held a public meeting at the Holmes Public Library on Tuesday, January 5, 2010. Attending were Chair Lisa Arcuri, Trustees Kim Cicone, Lisa Gilbert, Diane Wilmarth, Library Director Debra DeJonker-Berry and Adult Services Librarian Jean Gallant.

1. Minutes for the October 13<sup>th</sup> meeting were approved (4-0-0). Minutes for the September meeting were approved with change of "Diane Wilmarth as proposed Trustee" (4-0-0)
2. Carol will work with Deb with make possible changes to Bylaws. We will discuss at our February meeting.
3. Building Update:
  - a. Rosemary Waltos visited the library and went over full grant process. Up to 1.2 million in funding available, state pays 63% in construction costs of energy efficient buildings.

Requirements that must be in place prior to grant application process:

1. Long range plan mentions expansion and energy efficient upgrades
    2. Master Plan mentions expansion and energy efficient plans
    3. Form a building committee to oversee.
  - b. Heat working. Still some leaks in roof. Building committee putting a warrant in articles for roof and heat repair. We currently have no information from them as to what is being proposed. Articles are due in January 7<sup>th</sup>.
4. Directors Report: Reviewed and copy attached
    - a. Discussed FY 2011 Budget and Revolving fund articles requests to introduce new fees and services to the library to meet the deficit:
      1. Fax and Color Copy fees
      2. Duplicate Rental collections
      3. Late fee on Materials
        - a. 1.00 per day on DVD's approved by Trustees (4-0-0)
    - b. After prior incident, Director presents updated Patron Behavior Policy (copy attached). Trustees will review and vote at February Meeting.
    - c. Programming update
    - d. Safe Routes meeting discussed getting program into our town. Next meeting with Safe Routes and Mrs. Motta scheduled. Report Attached

- e. Friends meeting report attached
- 5. Old Business
  - a. Trustees take State Ethics Tests and sign form. Certificate to Director.
  - b. Wish list for library including new chairs
  - c. Submitted Action Plan
- 6. New Business
  - a. Director will take medical leave for approximately 3 weeks. Trustees approve Jean Gallant as acting director (4-0-0)
  - b. Diane Wilmarth will be the new Trustee Secretary effect for the February meeting