

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for October 21, 2021

Members Present:

Steve Anderstrom, Trustee
Shannon Horn-Eldred, Trustee
Tracie Scott, Director

Meeting was called to order at 1:15 pm.

Old Business:

- Approval of Minutes for September 16, 2021 (September Library Board Meeting)
 - o Minutes were not received prior to meeting.
 - o Minutes will be approved once they have been received and reviewed by the board.

New Business:

- Update on Director
 - o Tracie has worked half hours for the last few weeks; she has been working on reports that are due in November.
 - o Tracie is still not ready for full time; there are still weight restrictions in place.
 - o Tracie will be going to an appointment where she hopes to get approval to come back full time.
 - o Pending approval from her appointment, Tracie is hoping to reopen the Library on Thursdays during the second or third week of November. The library will not reopen on Thursdays until Tracie has been released to work full time.
- Picnic Table
 - o Kate has stated that she would like to get a new picnic table for the library
 - o Steve mentioned that the town received a magazine on occasion with them; however, it may not be received until Spring.
 - o Steve will watch for the magazine and will let us know if/when he sees it.
- Hygiene Policy
 - o In reviewing the policies in the binder at the library, it is apparent that many of them are out of date.
 - o We need to review each of the library's policies and update them accordingly. Will discuss in more detail during the next meeting.
 - o We should read the Patron Behavior Policy (for the Westfield library) as an example and see what we can use from it.
 - o We should also look to see if there is a way to set time-limits on the computers in the library that is not the honor system.
- Director's Report

- Maintenance:
 - The back door of the library was having a problem with the key.
 - Tracie treated the lock, and she said that it was better; however, she will still keep an eye on it.
 - Tracie will follow-up regarding the rebuilding of the flower boxes.
- Recent & Upcoming Events
 - The library will participate in this year's Trunk-or-Treat on Friday, October 29th.
 - Community Book Club scheduled for November 9 at 1:00 pm.
 - All weekly events have been cancelled due to COVID-19.
- Staffing
 - The library continues to be closed on Thursdays while Tracie is out on partial medical leave.
- Etc.
 - The new Hotspots that the library are lending are in very high demand and have been circulating frequently.
 - The State Aid Finance and Compliance forms were completed and submitted before the due date (October 1st.)
 - The Municipal Appropriation Requirement was not met. A waiver request was submitted and the library has until November 5 to submit the necessary documentation to complete the waiver. The remaining items have been requested from the Finance Committee and the Selectmen's office.
 - The Mass Cultural Council application was completed and submitted on Oct. 15th.
 - The Director responded to board email regarding concerns over patron behavior and suggested establishing a Patron Use Policy to address any concerns.
 - October book order was completed.

The next meeting will be held on November 18th at 1:00 pm at the Library.

The meeting was ended at 2:10 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary