

April 12, 2022

Meeting Minutes

The regularly scheduled meeting of the Halifax Board of Library Trustees was held at the Holmes Public Library, 470 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Patrick Michaels, Chair, Diane Ruxton, Vice Chair, Madeline Flood, Kathy Schiavone, Susan Hill; Susan Vogt, Secretary

OTHERS PRESENT: Jean Gallant, Library Director

Agenda

1. Pledge of Allegiance
2. Approval of the February 8, 2022 Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
 - a. Minimum Staffing Policy
 - b. Job posting update
 - c.
 - d.
7. New Business
 - a. programming update
 - b. budget update
 - c. Mind in the Making Grant update
 - d. Director's Review
 - e.
 - f.
8. Next meeting date: Tuesday, May 3, 2022 @ 6:00PM
9. Adjourn

The meeting was called to order at 6:11 pm

Pledge of Allegiance: Those in attendance stood for the Pledge of Allegiance.

Approval of Minutes.

The meeting minutes of February 8, 2022 were approved.

MOTION: by Ms. Ruxton to approve the minutes of February 8, 2022 as written.
SECOND: by Ms. Flood
UNANIMOUSLY VOTED

Chair's Report. Mr. Michaels reported last month's book club was cancelled. He provided Ms. Gallant with building plans for a Little Free Library. Ms. Gallant will inquire with the Carpentry CTE program at the school to see if they might be able to build one. The plan is to place it in the Ruth Perkins Reading Garden.

Friend's Liaison Report. Ms. Flood reported the Friend's will purchase a Cricket for the library staff to use. The Adopt a Book program is starting and Ms. Gallant purchased 20 books for the event. The Friends have purchased some as well. The Florist Program will take place on April 24th and 15 people will take part. Stop and Shop has donated a lot of the flowers. It should cost the Friends approximately \$110.

Director's Report (copy attached) – The Director's Report was provided to the Board for their review. Programming is going very well. Ms. Gallant's Book Club might start back up in May. Nothing has been done so far in regard to the Children's Book Writing program that was discussed at the last meeting. Mr. Michaels suggested contacting local printers to see if they might print and bind the books so they would then be ready for circulation.

Old Business.

Minimum Staffing Requirements (copy attached) – Ms. Gallant discussed the proposed policy with the Board. She explained the reasoning for the policy. In the past, three employees were present on Monday evenings and currently there are only two. If someone is sick Ms. Gallant is concerned with the employees leaving the building in the evening and it being dark. The Board is in agreement that Item #6 should not be included in the policy and the 5pm time mentioned in Item #5 should be removed. Mr. Michaels suggested that the librarians might be cross trained so they could cover for each other in someone's absence. The Assistant Library Director position was discussed. Ms. Vogt feels the ALD should be scheduled to work when the Director is not present. Ms. Gallant believes it would be difficult to ask an employee to work two evenings a week and Saturdays but would schedule them as much as possible when she is not present. Ms. Gallant will train the ALD on more of her duties in the event they would need to cover for her for a prolonged period of time. Ms. Gallant will revise the policy and it will be reviewed at a future meeting.

The Circulation position will be posted in July. The Technology Coordinator job description will be reviewed before it is posted for a future vacancy.

New Business.

Budget Update – The Budget has been approved with Lynette's extra hours. The Selectmen approved a 2% increase for FY2022 for all Town employees which will be distributed in a lump sum check. The \$10,100 network fee was reduced to approximately \$8,300 and the difference will come out of the incentive grant. It was reduced because of the increase in salaries. There has been an increase in electricity costs.

Mind in the Making Grant Update - Interim report is due on Friday. Things are going well and they are getting great feedback from patrons.

Friday hours will go back to 5pm in September. Ms. Gallant will look into purchasing lockers for after-hours patron pickup.

Caesar is working on a town wide calendar to be displayed on televisions. He would like to install two televisions in the library for this purpose. The funds would come out of the trust fund.

MOTION by Ms. Hill to disperse \$700 from the Trust Fund for the purchase of two televisions for
library use
SECOND by Ms. Ruxton
UNANIMOUSLY VOTED

Director's review will be completed at the May meeting.

It was unanimously voted to adjourn the meeting at 7:58pm. The next meeting is scheduled for May 3, 2022
at 6:00pm.

Respectfully submitted by

Susan Vogt, pro tem Secretary, Holmes Public Library Board of Trustees