

August 10, 2021

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 and Susan Vogt; Secretary

OTHERS PRESENT: Jean Gallant, Library Director; Cesar Calouro, IT Director

Agenda

1. Pledge of Allegiance
2. Approval of the June 22, 2021 Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
 - a. Update on Summer reading and Programs
 - b. Update on library transition to town network
7. New Business
 - a. review of Open Meeting Law/minutes
 - b. Gift Policy (possible vote)
 - c. Vote to go into executive session
To continue to investigate charges of criminal misconduct or to consider the filing of a criminal complaint.
8. Next meeting date: Tuesday, September 14, 2021 @6:00PM
9. Adjourn

The meeting was called to order at 6:00 pm

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

Approval of Minutes.

The meeting minutes of June 22, 2021 were approved.

MOTION: by Ms. Flood to approve the minutes of July 22, 2021 as written.

SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

The Executive Session Meeting minutes of June 22, 2021 were approved.

MOTION: by Ms. Flood to approve and hold the Executive Session minutes of July 22, 2021 as written.

SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED.

Chair's Report.

Mr. Michaels attended the last long range planning committee. He reported it was a great group of volunteers and believes it will take the library in a great direction. In September he would like to start a Science Fiction or Murder Mystery book club. He would like to form a Magic Gathering Club as well. Ms. Gallant added that Holly, the Children's Librarian, would like to begin a Teen Advisory Group at the library.

Friend's Liaison Report.

Ms. Gallant advised the Friend's Group discussed revising their gift policy. It should be ready for discussion at the next meeting. The book sale will take place on September 11th and they are taking donations.

Old Business.

Update on Summer Reading Program – not discussed at tonight's meeting

Update on library transition to town network:

Mr. Calouro, IT Director was in attendance and reported the staff workstations are being backed up. Ms. Gallant added that the staff was nervous about getting the new town email addresses. She said they are concerned about personal email being backed up as well. Mr. Calouro explained the process and said he would have no access to personal email if passwords were not saved. He also advised if employees were uneasy about personal emails being backed up, they should not use their work computers to access them. The backup will be kept for a year. We have an archiving service that will keep all emails indefinitely. Outlook transition will start on Monday. Mr. Michaels asked if the library can have the ability to receive emails from patrons/residents sharing town events. He would like to see a town events calendar created.

The Board voted to go into Executive Session:

MOTION: by Ms. Flood to enter Executive Session for the purpose of discussion to continue to investigate charges of criminal misconduct or to consider the filing of a criminal complaint.
SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

The Board returned from Executive Session at 7:20pm.

Due to time constraints the rest of the agenda items were voted to be carried over to the next meeting.

MOTION: by Mr. Michaels to carry over the remaining agenda items to the next meeting.
SECOND: by Ms. Shiavone
UNANIMOUSLY VOTED

It was unanimously voted to adjourn the meeting at 7:22pm. The next meeting is scheduled for September 14, 2021 at 6:00pm.

Respectfully submitted by

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