

September 14, 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, Susan Hill and Susan Vogt; Secretary

OTHERS PRESENT: Jean Gallant, Library Director

1. Pledge of Allegiance
2. Approval of the August 10, 2021 Board meeting minutes
3. Approval of the August 10, 2021 Executive session minutes
4. Chair's Report
5. Friend's Liaison Report
6. Director's Report
7. Old Business
 - a. update on library transition to town network
 - b. update on charges on criminal misconduct
8. New Business
 - a. review of and possible approval of Library Long Range Plan
 - b. Gift Policy
9. Next meeting date: October 12, 2021
10. Adjourn

The meeting was called to order at 6:33 pm

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

Approval of Minutes.

The meeting minutes of August 10, 2021 were approved.

MOTION: by Ms. Ruxton to approve the minutes of August 10, 2021 as written.

SECOND: by Ms. Flood
UNANIMOUSLY VOTED

The Executive Session Meeting minutes of August 10, 2021 were approved.

MOTION: by Ms. Ruxton to approve and hold the Executive Session minutes of August 10, 2021 as written.

SECOND: by Ms. Flood
UNANIMOUSLY VOTED.

Chair's Report. Mr. Michaels reported he visited the Annual Book Sale and it seemed to be very successful.

Friend's Liaison Report. Ms. Gallant advised the Friend's group was very happy with the outcome of the Annual Book Sale and raised over \$800. The quality of the book donations was very good.

Director's Report (copy attached)

Ms. Gallant welcomed the Board's newest member, Susan Hill. She reported Summer Reading Programming went very well with Ms. Holly. The Aris Report for the Massachusetts Board of Library Commissioners is complete. Overall circulation stayed steady despite being closed for three weeks in July 2020. The library is hosting a "Story Walk" at the Nessralla's Farm Pumpkin Patch. Mr. Michaels suggested perhaps the library could purchase a laminating machine to help with story walk creations in the future. The cost to laminate one book at We Print Today is approximately \$48. Saturday hours have resumed. The contract for Making in the Mind Grant was signed by the Town Administrator and sent off to the State for signature and then returned. A presentation will take place by Dr. Andrew Budson on September 21st at 6:30pm. Ms. Gallant will share ideas with the Library Technology Coordinator on upcoming projects they can work on. Mr. Michaels asked if the library has ever considered doing a direct email campaign using a program where patrons could sign up and be sent upcoming event information. Ms. Gallant said she does not think it could not be done through SAILS. She will ask Kathy from SAILS and also Mr. Calouro if anything can be done through the town website

Old Business.

Ms. Gallant updated the Board on the following:

Library transition to the town network: Everything is being backed up. Things are moving slowly but are progressing.

Criminal misconduct - The attorney offered to send a letter on the Director's behalf asking for the missing files. Ms. Gallant emailed both the attorney and Mr. Calouro and expressed that she did not wish to pursue the issue further. It is a time-consuming matter and she does not have confidence the files will be returned in the end. She believes it is the attorney's opinion as well

New Business.

Gift Policy – Ms. Gallant is in the process of writing the policy and needs to do more research until it is complete. She will make sure Memorial Gifts are included in the policy.

Long Range Plan – The Board reviewed the draft and were very pleased with the plan. Ms. Hill offered to proof read the copy before it is submitted to the State.

MOTION: by Ms. Flood to accept the Long-Range Plan pending insignificant edits

SECOND: by Ms. Ruxton

UNANIMOUSLY VOTED

The board members signed the Signature Authority Form for the Fiscal Year 2022 to be submitted to the Town Accountant.

It was unanimously voted to adjourn the meeting at 7:48pm. The next meeting is scheduled for October 12, 2021 at 6:00pm.

Respectfully submitted by

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