

Halifax COA Board Meeting Minutes
September 21, 2021
Great Hall, 499 Plymouth St., Halifax

Members present: Jo Schofield, Chairman; Darlene Regan, COA Director, Jean Gallant, Library Director; Mike Rugnetta, Absent: Judy Rakutis, Ivy Matheny, Sarah Sloat

Call to Order: The meeting was called to order by the Chairman, Jo Schofield at 9:36 AM

Secretary's Report: Minutes of the August 19, 2021, Board meeting were presented and approved. Jo Schofield voted yes and Jean Gallant voted yes. Mike Rugnetta abstained.

Correspondence: No correspondence was presented at the meeting.

Director's Report:

- Handouts were given out of current programs, a discussion followed on the frustration of the lack of space to hold important programs and currently working of outreach to the availability of rooms in town.
- Job descriptions need to be reviewed and updated so that staff members are aware of their responsibilities that match their job descriptions. During the recent transition to the new Director, staff responsibilities become muddled.
- The responsibilities of the Shine Coordinator are being reviewed and the feasibility of making this a volunteer program is being reviewed.
- Set schedule for the Van drivers is being created
- Work on updating the Transportation continues, emails on transportation policies and procedures from other Library Directors were shared with the Board, town liability is very important when updating this policy, Current Van transportation policy is missing some important policies, A Daily Bus Report from the Town of West Bridgewater was shared with the Board, Updating the current policy is a priority.

The meeting was adjourned at 11:19 by Jo Schofield

Respectfully Submitted,

Jean Gallant