

January 11, 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

NOT PRESENT FROM THE BOARD: Susan Vogt; Secretary

OTHERS PRESENT: Jean Gallant, Library Director

Agenda

1. Pledge of Allegiance
2. Approval of the November 16, 2021 Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
 - a. discussion of fine free network (possible vote)
 - b. Minimum staff requirement policy
7. New Business
 - a. Approval of the FY23 Budget (possible vote)
 - b. set date for Director review
 - c. Library programming update
 - d. Library staffing for FY22/FY23
8. Next meeting date: February 8, 2022 @ 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 November 16, 2021 were approved.

MOTION: by Ms. Flood to approve the minutes of November 16, 2021 as written.

SECOND: by Ms. Shiavone

UNANIMOUSLY VOTED

Chair's Report. Mr. Michaels reported that two" Book Talk" discussions have taken place so far. Ms. Gallant added they are still structuring the meetings and hope they continue to grow in members.

Friend's Liaison Report. Ms. Gallant reported the last meeting was in November. The Friend's Auction raised \$1,300. They did not do as well as last year perhaps because Holidays in Halifax did not take place and there was no on-line bidding. They need to decide what to spend their funds on and plan to purchase a Cricket right now.

Director's Report (copy attached) – The Annual Town Report for the Warrant will take the place of the Director's Report this month. Ms. Gallant will email a copy to the Board as it was not ready for review.

Old Business.

Ms. Gallant advised the deadline has passed to submit an article for the warrant to have library fines (if ever reinstated) return to the library budget instead of the town's general fund. The Board will discuss this again at the end of this year. The Trustees agreed they would not like to reinstate fines at the time. The following vote was taken:

MOTION: by Ms. Flood to remain fine free for the remainder of 2022
SECOND: by Mr. Michaels
UNANIMOUSLY VOTED

New Business.

Minimum Staff Requirement Policy – Ms. Gallant did some research and was able to find an example of a policy she would like to provide the Board for review. This will be discussed at the next meeting. She reported that a situation recently occurred where one staff member was not able to work due to Covid. She gave the choice to the other scheduled staff member whether or not to work in the locked building. The staff member chose not to work and Ms. Gallant offered her sick time to cover her hours. The Trustees determined they will need to come up with a policy to be prepared when a situation like this arises in the future.

Budget – Ms. Gallant briefly discussed the proposed budget with the Trustees. The Board of Selectmen have requested a Level Funded Budget again this year. Ms. Gallant has not yet met with the Finance Committee to discuss the budget. The budget she is submitting is not Level Funded but feedback from the Town Accountant was that it was OK based on the Selectmen's recent discussions. She reported the following details:

Children's Librarian will be awarded an additional 5 hours to make the total to 40 hours per week.
Programing Librarian will be awarded 5 additional hours to make the total 16
Circulation Librarian (currently vacant) will be 30 hours total and will be filled this year
Emily, the current Technology Coordinator is interested in applying for that position. She currently is only interested in working 25 of the 30 budgeted hours until at least September. Mr. Michaels stated if this is a 30-hour a week position, that is how it should be staffed and the employee can decide whether or not to apply. The other Trustees are in agreement.
The Trustees would also like Ms. Gallant to include Staff Meeting hours in the budget and conduct them for the employees. These are budgeted for 2 hours twice a year.
The addition to the budget would be \$1,000 total to include the recommendations discussed.
Minimum staffing line item was reduced to \$1,000 as the funds are never usually used. This fund is used for stipend pay. (When someone is out sick, another employee who covers will receive a stipend to cover their shift).
"Materials" is now budgeted \$65,000 and has increased. The State requires this amount to be certified. It is 19% of the budget.
The "Extra Funds" amount is \$2,000. These funds are awarded by the Town so that the library remains certified. The funds will go back to the Town if it is not used.

MOTION: by Ms. Flood to accept the proposed budget for FY2023 with recommendations
SECOND: by Mr. Michaels
UNANIMOUSLY VOTED

Ms. Gallant's review will take place after the regular meeting on February 8, 2022.

January programming – Holly (Children's Librarian) does not wish to hold in-person Story Time for the month of January and possibly February. She feels too many people are attending. She was doing two Story Times a week with 12 attending, by the end of the session there were up to 15 to 20 people in the Community Room. She considered limiting it to 10 for January but has decided she is not comfortable doing Story Time in the building. There is no plan for her to hold online story hour as it was not discussed. She will reevaluate this at the end of January and Ms. Gallant will leave the decision to Holly.

It was unanimously voted to adjourn the meeting at 7:11pm. The next meeting is scheduled for February 8, 2022 at 6:00pm.

Respectfully submitted by

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