

# February 8, 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 Board meeting minutes January 11, 2022
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
  - a. Minimum Staffing Policy
  - b. Ethics Test
7. New Business
  - a. Director's Review
  - b. Technology Coordinator job description
  - c. Assistant Director job description
8. Next meeting date: March 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 January 11, 2022 were approved.

MOTION: by Ms. Flood to approve the minutes of January 11, 2022 as written.  
SECOND: by Ms. Ruxton  
UNANIMOUSLY VOTED

**Chair's Report.** Mr. Michaels reported that the Book Talk discussions have taken place and have been successful. The next meeting will be held on February 14<sup>th</sup> at 6:00pm. It will be promoted on the Facebook page and the calendar. Ms. Gallant will look into the possibility of purchasing a larger sign to promote events. The library staff hopes to host a Children's Author program based on the email Mr.

Michaels shared with the Board. The Board would like to see different areas in the library highlighted on social media so they are utilized more.

**Friend's Liaison Report.** Ms. Flood reported they have 80 active members and are working on the Adopt-A-Book program. They are looking into installing a "Little Free Library" outside of the building. Ms. Vogt asked if perhaps the Friend's could donate outdoor lockers to the library so patrons can pick up their materials after hours. Ms. Gallant advised the lockers are part of the Library's Long-Range Plan and will be addressed starting July 1st.

**Director's Report (copy attached)** – The Director's Report was provided to the Board for their review.

**Old Business.**

Minimum Staffing Requirements – Will be addressed at the next meeting.

The Board members signed the Ethics Test Verification Form.

**New Business.**

Director's Review will be completed at a future meeting.

**Job Descriptions:**

Technology Coordinator – The job will not be posted at this time. The Board is in agreement that the description should be revised. Ms. Gallant will compile a list of job requirements and Mr. Michaels will revise the job description so that it is current when the position is posted. Ms. Gallant is not certain when she will be posting the position.

Assistant Library Director – The responsibilities of the position were discussed. Ms. Vogt believes the Assistant Library Director should be present when the Library Director is not scheduled to work. The job description also states the Assistant Director will attend meetings in absence of the Director. Ms. Gallant advised that the previous AD did not work Saturdays. Subsequently, she did not schedule the current AD to work Saturdays or hours when she is not present. Ms. Vogt suggested that going forward, when the position becomes vacant and is posted, it is stated that the AD will need to work hours the Director is not scheduled to work. Ms. Gallant will also work with the current AD to review the budget process and any other pertinent specifics of her position.

It was unanimously voted to adjourn the meeting at 8:01pm. The next meeting is scheduled for March 8, 2022 at 6:00pm.

Respectfully submitted by

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