

# October 12, 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

### Agenda

1. Pledge of Allegiance
2. Approval of the September 14, 2021 Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
  - a. Gift policy
  - b. discussion fine free check in
  - c. update on library transition to town network
7. New Business
  - a. Minimum Staff Requirement Policy
  - b. review of October programming

The meeting was called to order at 6:02 pm

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

### **Approval of Minutes.**

The meeting minutes of September 14, 2021 were approved.

MOTION: by Ms. Ruxton to approve the minutes of September 14, 2021 as written.

SECOND: by Ms. Shiavone

UNANIMOUSLY VOTED

**Chair's Report.** Mr. Michaels reported he helped with the formatting of the Long-Range Plan. Ms. Gallant received a response from the State that it was accepted. The Aris report was completed. Mr. Michaels will be hosting a science fiction book club. Flyers were placed at the front desk to promote the event, but it wasn't advertised on social media. Ms. Gallant will ask the Technology Coordinator to post this book club event on Facebook.

**Friend's Liaison Report.** Ms. Flood reported they have new members, 10 seniors, 2 individual and 2 family. The newsletter will be going out in mid-November and they will be spotlighting a staff member. (Emily). All auction items are due on November 19<sup>th</sup>. The committee will be acquiring books for the Adopt a Book program which is scheduled to start in January. They also voted to fund future Story

Walks which was approved for \$50 per event. The cemetery tour was sponsored by the group and was very successful.

### **Director's Report (copy attached)**

Ms. Gallant advised she received the funds for the LSTA "Mind in the Making" Grant. She and Ms. Iannucci attended a meeting at the Ecotaurium in Worcester. The goal of the meeting was to get together library representatives from libraries that received new grants, libraries that had previously implemented this grant, and libraries that implemented this grant during the pandemic. It was a successful meeting.

Mr. Calouro continues to transition everyone over to the town's network. Ms. Gallant is concerned she will no longer have access to her SAILS email account. Mr. Michaels will discuss this with Mr. Calouro to see if there is a way it can still be accessed.

Ms. Ruxton asked if the library has considered having a larger sign outside. Mr. Michaels suggested it would make a great Eagle Scout project to have one built. This could be similar to the sign at the Congregational Church. Ms. Gallant will keep it in mind for the future.

### **Old Business.**

The Gift Policy drafted by Ms. Gallant was reviewed and discussed by the Board (copy attached). No changes were made to the proposed policy.

MOTION: by Ms. Ruxton to accept the Gift Policy as written.

SECOND: by Ms. Flood

UNANIMOUSLY VOTED

Ms. Gallant confirmed that email "blasts" are able to be sent to subscribers through the Town's website. Mr. Calouro will begin sending emails regarding events and news to those interested.

Ms. Gallant briefly explained to the Board what the fine free check in policy is. The Board will discuss this in-depth at the next meeting. Ms. Gallant will look into what other libraries are doing with regard to charging fines.

### **New Business.**

Minimum Staff Requirement Policy – will be discussed at the next meeting  
October programming – not discussed at tonight's meeting.

It was unanimously voted to adjourn the meeting at 7:31pm. The next meeting is scheduled for November 9, 2021 at 6:00pm.

Respectfully submitted by

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