

November 16, 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 (arrived at 6:30pm), 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 October 12, 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
 - b. update on library transition to town network
 - c.
7. New Business
 - a. Minimum Staff Requirement Policy
 - b. Review of November programming

The meeting was called to order at 6:12 pm

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

Approval of Minutes.

The meeting minutes of October 12, 2021 were approved.

MOTION: by Ms. Flood to approve the minutes of October 12, 2021 as written.

SECOND: by Ms. Hill

UNANIMOUSLY VOTED

Chair's Report. No report.

Friend's Liaison Report. Ms. Flood reported they have \$13,000 in two accounts. The Friends voted to purchase a \$100 gift card for Charlie Seelig as a farewell thank you gift. Items for the auction are being accepted until October 19th. A newsletter will be going out in November that will include membership renewal information. The next meeting will be in January. The Adopt a Book program will possibly start in January.

Director's Report (copy attached)

Ms. Gallant provided her Director's Report to the Trustees. She reported on how the staff is doing. They are all working well together and doing a great job. Ms. Gallant will be posting for the Circulation position. Emily the current IT employee is interested in applying for that position. Ms. Gallant would then need to post for the IT position as well. Mr. Michaels asked if the Trustees could possibly review or revise the current job description for the IT position.

Old Business.

Fine free network – Ms. Gallant advised that approximately 50% of the libraries are fine free. She explained how the fine system works. All fines that are paid to our library are put back into the Town's General Fund. The Trustees would like to possibly have that changed at Town Meeting this year so the funds could go directly back to the library. Ms. Gallant explained it has been brought forward numerous times in the past and always been voted down. Ms. Flood asked if in lieu of fines we could ask delinquent patrons to donate to the local food pantry to pay off their fine. Ms. Gallant thought it was a good idea but it would be very difficult to track with patrons from other towns needing to pay fines as well. The group discussed changing the 6-month lost book policy to 3 months. They will discuss this further at another meeting.

Transition to town network – Mr. Calouro is working on Lynette's system. He has been busy on other projects at the Town Hall prior to Mr. Seelig's departure and will continue with the library transition once they are completed.

Sci Fi Book Club- Mr. Michaels reported that there were no attendees. Ms. Hill suggested that perhaps at the next book club he hosts patrons can bring their own book suggestions and it can then be decided which one the club will read. Mr. Michaels would like to start a "Book Discussion Group" where attendees could share different books they have read with each other.

New Business.

Minimum Staff Requirement Policy – will be discussed at the next meeting

November programming - Debbie has started a Zentangle class. Two classes have taken place so far and 12 people have attended. It is held the 2nd Wednesday of every month. Other events that will possibly be starting will be cribbage, scrapbooking and Scatagories.

Holiday in Halifax will be held outdoors this year. The library is hoping to have an outdoor movie for all to watch along with a popcorn machine.

It was unanimously voted to adjourn the meeting at 7:38pm. The next meeting has not yet been scheduled. Ms. Gallant will advise the Board of the next meeting date.

Respectfully submitted by

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