

# September 20, 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:** Diane Ruxton, Vice Chair, Kathy Schiavone, Susan Hill, Susan Vogt

**NOT PRESENT FROM THE BOARD:** Patrick Michaels, Erin Nagle

**OTHERS PRESENT:** Jean Gallant, Library Director;

### Agenda

1. Pledge of Allegiance
2. Approval of the June 14, 2022 Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
  - a. Hot spot discussion
  - b. Mind in the making update
  - c.
  - d.
7. New Business
  - a. Summer programming update
  - b. role of the Trustees, Friends and Library Director
  - c. library staff emails
  - d. Aris report snapshot
8. Next meeting date: October 11, 2022 @ 6:00PM
9. Adjourn

The meeting was called to order at 6:04 pm

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

### **Approval of Minutes.**

The meeting minutes of June 14, 2022

MOTION: by Ms. Hill to approve the minutes of June 14, 2022

SECOND: by Ms. Schiavone

UNANIMOUSLY VOTED

### **Chair's Report:**

No report.

**Friends Liaison report:**

Ms. Gallant reported the Ms. Nagle has agreed to become the new Friends Liaison

**Director's Report:**

Ms. Gallant advised the Aris report is completed. She is looking into ordering lockers to be placed outside for patron material pickup. The Friends enrolled in the Little Free Library. The Little Libraries have been completed and the Boy Scouts will paint them. The library will supply the books for the Little Libraries and the locations have not been determined.

**Hot spot report:** Ms. Gallant has written the policy after reviewing policies from several other towns. The library will purchase their own hot spots and not use the towns. They will not be purchased from the State because they will need to be filtered. The fines were discussed and the Board was not sure if they want to charge them. As of now 2 hot spots would be purchased.

**Mind in the making update:**

The Mind in the Making Grant is complete. There is one more payment to process and Ms., Gallant will write her final report and budget. She used some of the grant funds to give Emily extra hours.

**Job Posting:**

Ms. Gallant provided the Board with a job description she will be posting. The position will be titled Public Services Librarian and will be a 30 hour a week position to include days, some nights and some Saturdays.

**Stipend:**

The Board discussed the possibility of submitting an Article for ATM Warrant requesting the librarians should receive an annual stipend in addition to their salary. This is because their positions require a college degree where other Grade 6 positions in the town do not. Ms. Gallant will research what other positions in the town currently receive stipends and what the amount is.

**Summer programming update:**

Ms. Gallant reported the summer programming is complete and was once again a success.

**Role of the Trustees:**

Ms., Gallant is trying to get additional copies of the Trustee Pocket Guide from the Mass Board of Libraries. Ms. Vogt offered to scan the booklet and email it to the Board. Once the Board has had time to review the information, it will be discussed at a future meeting.

**Library Staff Emails:**

Ms. Gallant advised that Ms. Bumpus requested to continue to use her SAILS email address instead of the town email address assigned to her. She believes she has not been receiving some emails and they were going to her trash folder when sent to her town email. The Board advised that all town employees must use the town email addresses which is required. Ms. Gallant will advise Ms. Bumpus of this determination.

It was unanimously voted to adjourn the meeting at 7:35 pm. The next meeting is scheduled for October 11, 2022 at 6:00pm.

Respectfully submitted by

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