

September 12, 2023

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: Pat Michaels, Chair; Susan Hill, Vice Chair; Erin Nagle; Ellen Snoeyenbos

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NOT PRESENT FROM THE BOARD: Susan Vogt, Secretary

OTHERS PRESENT: Jean Gallant, Library Director;

The meeting was called to order at 5:30 pm and was being audio recorded

The Board met without Ms. Gallant in attendance to discuss her annual review. Ms. Hill recorded the comments from the Board to share with Ms. Gallant later in the meeting.

Ms. Gallant joined the meeting at 6:30pm.

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

Approval of Minutes.

None

Chair's Report:

Mr. Michaels reported he was in the library last week and the temperature was extremely uncomfortable. A staff member relayed that the conditions during extremely hot days were so unbearable it was making her sick. Ms. Gallant advised she has spoken to the Director of Building Maintenance about this problem. He is addressing the matter and having an HVAC company service the AC unit. She will also forward an email explaining the working order of the AC unit to the Board. The Board would like to meet with him, if possible, at a future meeting to discuss the issue. Mr. Michaels advised Ms. Gallant that any correspondence between the Building Maintenance department be documented in writing.

It was determined Mr. Michaels will send a letter to the Board of Selectmen and Director of Building Maintenance requesting a joint meeting. They would also like to be assured by Mr. Materna when any work is being performed by outside contractors in the library, an employee of the building maintenance department be in attendance the entire time the work is being performed

Friends Liaison report:

Ms. Nagle did not attend the August meeting. Ms. Gallant said housekeeping matters were addressed.

Director's Report:

Ms. Gallant reported the following:

An email from the Town Administrator was received regarding Capital Planning. All department heads are being asked to complete Capital Planning paperwork by September 30th. Ms. Gallant will forward the entire email to the Board and schedule another Trustee meeting prior to September 30th if needed. The Board stressed it is imperative that the AC situation be checked before the paperwork is submitted in case significant repairs need to be done or a new unit purchased.

A firm has been hired to perform the reclassification study for all wage and personnel employees. The Town Administrator scheduled an employee webinar/zoom meeting regarding the wage study at 1:00pm on Wednesday, September 13th. The library is open to patrons at that time and the Town Administrator suggested they close so employees can attend. The Board would like to discuss with the Selectmen and Town Administrator that future meetings of this nature are scheduled when the library is not open to patrons so all employees can attend and the library would not need to be closed. The Board believes this needs to be discussed so the issue doesn't arise in the future. Mr. Michaels will add this request to the letter he is drafting to the Board of Selectmen. Ms. Bumpas is planning on attending the meeting and will share the information with other library staff.

Ms. Schiavone's resignation was received. It was explained to Ms. Gallant by the Town Administrator's office that the Library Trustees need to interview all the possible candidates who completed a talent bank form and then recommend a replacement Board member. Ms. Gallant will confirm that this is the correct process as this is not how she recalls it has been done in the past.

Ms. Gallant provided information on library fines to the Board for review which included comparable towns fines. Ms. Snoeyenbos suggested the library make no changes to their fine policy with the exception of hot spots. It will be placed on a future agenda for discussion.

The Board completed a (need name of what form was executed) form per Ms. Gallant's request.

Fall programming will be discussed next month.

Director's Review:

The Board discussed their comments with Ms. Gallant who also provided feedback. Ms. Hill will transcribe the review notes and will provide a copy to the Town Accountant (cover page only), Assistant Town Treasurer (entire review in sealed envelope), Ms. Gallant, and a copy kept for the Board for reference. Ms. Gallant will hold monthly staff meetings and send Director's Reports prior to each meeting going forward.

It was unanimously voted to adjourn the meeting at 7:51pm. The next meeting is scheduled for October 10, 2023 at 6:00pm.

Respectfully submitted by

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