

November 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: Susan Hill, Erin Nagle, Diane Ruxton Vice Chair, Kathy Schiavone, Susan Vogt, Secretary

NOT PRESENT FROM THE BOARD: Patrick Michaels,

OTHERS PRESENT: Jean Gallant, Library Director;

Tuesday, November 8, 2022
6:00 PM

1. Pledge of Allegiance
2. Approval of the October 18, 2022 Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
 - a. New Hire
 - b. approval of hot spot policy
 - c. update on town stipends
7. New Business
 - a. Library hours
 - b. Discussion of State grant funds
 - c. copy machine
 - d. Long Range plan update
8. Next meeting date: December 13, 2022
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 October 18, 2022

MOTION: by Ms. Nagle to approve the minutes of October 18, 2022
SECOND: by Ms. Hill
ABSTENTIONS by Ms. Ruxton
VOTED

Chair's Report:

No report. Ms. Ruxton asked to include reorganization at the next meeting.

Friends Liaison report:

Ms. Nagle attended the Friends' meeting. She reported they discussed

The Book Fare next year will possibly be held on June 10th instead of September. The last book sale made just under \$800.

Little Free Libraries might be installed on Dr. Seuss' Birthday which is March 2nd. The Friends have established verbiage for the plaques to be placed on the libraries.

The library auction will begin in November 28th and conclude on December 14th. Set up will begin after Thanksgiving.

Holidays in Halifax will take place December 10th. A meeting to discuss details will be held on November 30th at 6pm.

Director's Report:

Ms. Gallant advised she would like adjust library hours. She wants to continue to close the library on Saturdays from mid-June thru Labor Day. It was mentioned if it was open, perhaps one Saturday a month in the summer, she and the Assistant Library Director could staff the building. Ms. Gallant does not want to ask staff to work those Saturdays as they have not been scheduled for that time in the past. She would also like to close the library on Monday evenings at 6pm instead of 8pm in January and February as she finds no patrons are visting the library. Ms. Nagle added that town basketball might take place and would perhaps bring patrons into the library while the games are taking place. Ms. Gallant will look into this. Ms. Vogt asked if the library was going to be closed 2 hours early, they could perhaps open 2 hours early at 10am. Ms. Gallant assured the Board that even though the library would not be open to the public during that time the staff hours would still remain the same.

Ms. Gallant reported she has hired a new librarian who is working out well. She is currently in the training stage and is happy to have her as part of her team.

The Board requested going forward Ms. Gallant send her Director's Report and any materials that need to be reviewed to the Trustees via email beforehand.

Library Fines:

The Board would like to submit a proposal at the Wage and Personnel hearing requesting library fine funds go directly to the library. Currently those funds go to the Town.

Hot spot report: Ms. Gallant advised she will purchase 2 hot spots from TechSoup with T-Mobile as the carrier. The cost for this will be \$240 per year for both. The board reviewed the policy and made several changes. AT&T will be changed to T-Mobile and the hot spots will be available to Halifax residents only. Ms. Gallant will find out how to shut hot spot service off in the event one is not returned by a patron.

MOTION by Ms. Nagle to accept the Hot Spot Policy with edits

SECOND by Ms. Shiavone

UNANIMOUSLY VOTED

Stipends:

The Board has agreed to submit a proposal at the Wage and Personnel By-law hearing in January which would request an annual stipend award to Library Associates. This stipend request is due to the fact a college degree is required for Library Associate positions. Ms. Hill suggested a \$1,000 stipend for those working under 20 hours and \$2,000 for those working over. After a brief discussion it was decided they would request a \$2,000 stipend for all Library Associates. The Board will work on the wording for the proposal at the December meeting. Ms. Gallant previously submitted a letter in December of 2019 requesting a stipend for all Wage and Personnel employees that have college degrees. Ms. Vogt will look into why the proposal was not brought forward and included in the 2020 Town Meeting Warrant.

The meeting was adjourned at 7:47 pm. The next meeting is scheduled for December 13, 2022 at 6:00pm.

Respectfully submitted by

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