

# February 14, 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; Diane Ruxton, Vice Chair; Susan Hill; Erin Nagle; Kathy Schiavone; Susan Vogt, Secretary

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

### Agenda

1. Pledge of Allegiance
2. Approval of the January 10, 2023, Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
  - a. Update of Wage and Personnel Submissions
  - b. set date for Director review.
  - c. reading garden benches
  - d.
7. New Business
  - a. Signatures for trust fund expenditure for Book drop
  - b. March Programming
  - c. Survey
8. Next meeting date: March 14, 2023 @ 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 January 10 2023 were reviewed. Ms. Gallant requested a change as follows:

Under Budget last 2 lines:

Change:

She will also need to go to FINCOM for a FY22 TAMI deficit. This is for \$200 which covered the 2.5% for the Library Director salary increase.

To:

She will also need to go to FINCOM for a FY23 TAMI deficit. This is for \$244 which covered the 2.5% for the Library Director salary increase.

MOTION: by Ms. Nagle to approve the minutes of January 10, 2023 with changes

SECOND: by Ms. Hill

UNANIMOUSLY VOTED

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

Mr. Michaels reported he was present for the wiring maintenance that took place on Saturday, January 28<sup>th</sup>. The librarians worked on January 28<sup>th</sup> and provided curbside pickup to patrons. He asked Mr. Calouro to purchase dual monitors for the library staff. Ms. Gallant added everything has been moved from the school

into the library. The library is still on the SAILS network but internet is now through the town. She added 2 librarians currently have laptops with docking stations. Debbie will receive a Windows 10 computer. Ms. Gallant will be next to receive the laptop and docking station.

Mr. Michaels forwarded templates to Ms. Gallant to help streamline the agenda and director's report forms. Ms. Vogt asked if perhaps "any business deemed necessary by the chair" could be added to the agenda template as this is done in other departments. Ms. Gallant will ask the Town Administrator if this is allowed. Mr. Michaels asked about the library obtaining a Canva account to ease in promoting library social media information. The cost is \$115 but could be free for a non-profit. He would like to discuss this more at a future meeting.

### **Friends Liaison report:**

Ms. Nagle reported the following:

The Friends were approached by Fred Corrigan, a Halifax resident, who asked if he could display his pressed flower artwork for sale in the Community Room. This includes bookmarks, cards and magnets. He offered to donate 60% of his proceeds to the Friends. Ms. Gallant advised it is against policy to sell products in the library with the exception of authors selling their books. It was determined he will place his artwork in the glass display cabinet with a contact phone number for inquiries. The items will not be listed for sale but patrons can inquire to purchase them privately.

The Friends will meet with the Board of Selectmen to discuss where to place the Little Free Libraries that need to be installed. They would like to have additional Free Libraries constructed for placement around town.

The Money Market account will be moved to Northeastern Saving Bank.

Library Legislative Day will take place at the State House on March 15<sup>th</sup> and a few members plan on attending.

### **Director's Report:**

Ms. Gallant reported Holly will attend the Library Legislative Day in March as well as the Early Childhood Fair in Kingston. Holly will bring information, brochures and bags to decorate at the ECE Fair. This will possibly be paid for from the gift account or by the Friends.

The online calendar is up and running. Mr. Calouro trained Emily on how to navigate the calendar information.

The budget was presented to FINCOM last evening and is awaiting approval. FINCOM asked Ms. Gallant to attend a future meeting to approve the \$244 for FY23 change that was presented. The town is in the process of determine ways to raise revenue. They have asked all departments to submit a form as to how they could possibly raise revenue. Ms. Gallant is looking into fax page rates with other libraries as we currently charge \$1 per page. She thinks this is in line with other libraries.

Ms. Gallant will ask the Assistant Town Accountant if it is possible to received employee sick time availability data so she can streamline her payroll process. She is not sure it is able to be done because of privacy protocol.

Ms. Gallant will be on vacation February 23<sup>rd</sup> and will direct any relative duties to the Assistant Library Director in her absence. Mr. Michaels asked for a report at the next meeting as to how the week at the library was in her absence.

### **Employee update:**

Ms. Gallant updated the Board on library employees and day to day operations. She would like to consult the town attorney for advice on proper procedure for employee documentation as it may pertain to an inadequate job performance. At the Trustees' request, she will contact the attorney before her scheduled vacation next week and will provide the attorney with the current Disciplinary Report Form that the Town has for use to see if this is a document that could be utilized. The Board reiterated that any documentation taking place should be officially shared with any employee in question and signed off on by both parties.

**Update on Wage and Personnel Submissions:**

Ms. Gallant attended the last Wage and Personnel meeting. She explained the library submission to the Wage and Personnel Board. The Wage and Personnel Board and FINCOM are looking in to revising wage rates before town meeting to bring them in line with other comparable towns. Ms. Gallant will not be able to make the next Wage and Personnel meeting scheduled for February 22<sup>nd</sup>. Ms. Vogt hopes to attend in her absence but asked if the Wage and Personnel liaison could attend the March Trustee meeting to discuss the Board's warrant submissions.

**Director's Review:**

The Board will set a date at the March meeting for Ms. Gallant's review to take place in April.

**Reading Garden Benches:**

The benches have been recovered. They are stacked in the kindergarten playground and will be returned to the Reading Garden.

**Signatures for trust fund expenditure – book drop.**

The Trustees signed the trust fund expenditure form for the newly installed book drop.

**March Programming:**

Due to time constraints this evening, Ms. Gallant will forward the March programming to the Trustees via email.

**Survey:**

Ms. Vogt approached the Board about having a library survey for Halifax residents. She provided the Board with sample questions. The Board will review the information and will discuss it at a future meeting. Ms. Gallant can use SurveyMonkey if this is something the Board would like to go forward with. The survey could also be available to patrons coming in to the library and possibly have a QR code available for survey access. The last survey, for the Long-Range Plan was done in 2021.

**Hot Spots:**

Ms. Gallant is not able to order the Hot Spots unless they are paid for beforehand. The Town policy does not allow this. She will ask the Friends to purchase them.

It was unanimously voted to adjourn the meeting at 7:30 pm. The next meeting is scheduled for March 14, 2023 at 6:00pm.

Respectfully submitted by

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