

# January 10, 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;

The meeting was called to order at 6:00 pm

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

### **Approval of Minutes.**

The meeting minutes of December 22, 2022 were reviewed.

MOTION: by Ms. Nagle to approve the minutes of December 22, 2022

SECOND: by Ms. Hill

UNANIMOUSLY VOTED

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

Mr. Michaels would like to meet with Ms. Gallant to establish templates which will make things easier when preparing for the meetings.

### **Friends Liaison report:**

Ms. Nagle reported there was no meeting. They will meet at the end of January. Ms. Gallant added she is eager to get the Little Free Libraries installed as they are taking up space in the library. It is possible they will be installed on Dr. Seuss' Birthday on March 2<sup>nd</sup>. Mr. Michaels offered to install posts in the designated areas to move along the process. The Friends will make the determination where they will be placed and possibly need to check with Selectmen. Ms. Gallant also reported the benches from the outdoor Reading Library are missing. She will ask Mr. Materna if he has an idea where they are.

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

Ms. Gallant spoke with the Town Accountant about receiving fines directly for lost hot spots. Ms. Nolan advised no Article would need to be submitted into the warrant and the funds will go directly to the library. A new book drop needs to be purchased for the library. The cost is between \$6,000-\$9,000 plus delivery. After a brief discussion it was determined a red book drop would be purchased.

MOTION: by Mr. Michaels to approve the amount Not to Exceed \$8,000 from the Library Trust Fund to purchase a new book return.

SECOND: by Ms. Nagle

UNANIMOUSLY VOTED

Ms. Gallant advised next on her list will be purchasing the outdoor lockers and will have information to share at the next meeting.

It was reported the Mr. Calouro will need to do wiring maintenance in the library on January 28<sup>th</sup>. He is recommending the building be closed on that day. Mr. Michaels will meet both Mr. Calouro and the maintenance company performing the work on Friday, January 13<sup>th</sup> to determine what maintenance would be done. It was decided the librarians will work that day but curbside pickup only would be available. No patrons will enter the building. She will ask Mr. Calouro to email the Board details of the proposed maintenance.

### **Wage and Personnel Submissions:**

The Board reviewed the proposed Wage and Personnel requests that will be submitted by January 11<sup>th</sup> in order to be considered at the Public Hearing. There are four in total.

I am submitting the following amendments to the Wage and Personnel By-law:

#### **1. Section 35-20 Incentive Increases**

Add the following:

35-20a

Any library employee that holds a position that requires a Bachelor's Degree at a minimum shall be granted in addition to their base wages or salary the sum of \$2,000 per year.

The Board would like the explanation to be revised to state the request is limited to library employees who require a Bachelor's Degree according to their Wage and Personnel approved job description.

2. Reclassify the position of Library Associate from Grade 6 to Grade 7
3. Reclassify the position of Library Technician from Grade 4 to Grade 6
4. Reclassify the position of Assistant Library Director from Grade 7 to Grade 8

### **Social Media Postings:**

Ms. Nagle wished to discuss the lack of social media postings released from the library. She believes the library should have a better social media involvement and the Trustees agree that a strong social media presence is essential. After discussion, it was determined the Trustees are requiring 6 social media items are posted each week going forward. Ms. Gallant will relay this to her Technology Librarian. These posts should be done on Facebook and/or Instagram and shared to Town Facebook pages as well. Mr. Michaels will email Ms. Gallant a social media content calendar to help in preparing/scheduling posts.

### **Employee update:**

Ms. Gallant updated the Board on library employees and day to day operations. After discussion, the Board believes she should be having staff meetings which have been budgeted. She also should have individual meetings with any staff member if issues take place that need to be addressed. The Board reminded Ms. Gallant that any meetings or specific matters that arise should be addressed and documented in writing with a copy going to the employee. There is personnel paperwork on the Town website that should be filled out if any reprimands are in order and need to be documented.

Budget:

The budget was reviewed. Ms. Gallant advised the electric has increased from \$11,000 to \$12,000 and she will need to meet with FINCOM. Mr. Michaels asked if the electric invoice could be processed directly through Town Hall. Ms. Gallant advised this could not be done because of her requirements. The invoice needs to be processed through the library budget. 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 Mr. Michaels to approved the FY 24 budget as written

SECOND: by Ms. Nagle

UNANIMOUSLY VOTED

The meeting was adjourned at 7:41 pm. The next meeting is scheduled for February 14, 2023 at 6:00pm.

Respectfully submitted by

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