

May 9, 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 (arrived at 6:30pm); 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 6:02 pm and was being audio recorded

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

Approval of Minutes.

The meeting minutes of April 22, 2023 were reviewed.

MOTION: by Ms. Nagle to approve the minutes of April 22, 2023 as printed

SECOND: by Ms. Hill

UNANIMOUSLY VOTED

Chair's Report:

No report

Friends Liaison report:

Ms. Nagle reported the following:

The Little Free Libraries will be installed soon. It was determined one will be placed at the Halifax Beach on Holmes Street and the other at the HOPS playground. New plexiglass is being installed in both of them before installation.

The Friends would like to purchase a giraffe coat rack to be installed in the Children's Room in honor of Miss Holly who worked for the library for four years. They are asking for approval from the Trustees as that is what the current gift policy stipulates (from October 12, 2021). Ms. Gallant read aloud the policy to the Board and also advised that in the past if a staff member left the library, it was the staff who acknowledged the departure. After discussion the Trustees are in agreement, they will not approve the purchase of the coat rack as a dedication to Miss Holly. Though it's agreed Holly was a wonderful part of the library staff, they feel if this is done for one employee it should be done for all future employees who leave as well and would establish a new precedent. The Friends are welcome to purchase the coat rack for the room, but not in recognition of Holly's service to the library. It was also discussed if the Friends would like to send a "thank you" basket to a departing employee, that would be fine.

Thank you note cards have been purchased to be sent to Friends patrons.

Director's Report:

Ms. Gallant updated the Board on the purchase of an outdoor sign. She has contacted Sign Design of Brockton and they will be sending her a quote based on the criteria she provided. John Shea of the Halifax Historical Society denied the Director's request to purchase an electronic sign, similar to what is installed at the Fire Department. The sign will be placed where the current Holmes Public Library sign stands. The Town Administrator is in the process requesting an extension for the \$30,000 programming grant received from Josh Cutler which will pay for the sign. It was required that those funds were to be spent by the end of FY23 which is June 30, 2023.

The Library Filming in a Municipal Public Space policy was explained to the Trustees. This is a policy that states no filming can take place of patrons or staff in the library, however displays can be filmed. The policy has been sent to the Town Administrator who will ask Town Counsel for feedback and possible approval. Ms. Gallant has not as of yet heard back from the Town Administrator or Town Counsel and will email again for a reply. She also has not heard back from Town Counsel regarding proper procedure for documentation for an employee's job performance and will follow up on this matter as well.

Old Business:

The proposed Patron Survey will be discussed at a future meeting.

Library Earmark – The funds are being spent on a Children's Yoga program which started last week and will run for 6 weeks. The cost was \$1,600. The library is looking to purchasing a Hoopla subscription. More details will follow at a future meeting.

The Ultimate Library Road trip went well. Thirty people took part in the event. Patrons were able to view the library's historical display and were able to make their own buttons.

The Trustees will need to complete the on-line Conflict-of-Interest test. Mr. Calouro will send a link to each Trustee for completion.

Ms. Gallant's annual review needs to be scheduled.

New Business:

Update on Children's Librarian Search – Ms. Gallant reported she has two candidates she is interviewing.

Library Display Policy – This will be discussed at a future meeting. Ms. Gallant will email a copy to the Trustees for their review prior to the next meeting.

It was unanimously voted to adjourn the meeting at 7:20 pm. The next meeting is scheduled for June 13, 2023 at 6:00pm.

Respectfully submitted by

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