

December 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; Diane Ruxton, Ellen Snoeyenbos

NOT PRESENT FROM THE BOARD: Erin Nagle; Susan Vogt, Secretary

OTHERS PRESENT: Jean Gallant, Library Director;

The meeting was called to order at 6:01 pm and was being audio recorded

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

Approval of Minutes.

None

Chair's Report:

Mr. Michaels reported he spoke with the Friends' group and they would like to make purchases for the library on the Friends' behalf. They have funds that need to be expended before the end of the year. Some ideas the Trustees suggested were new furniture for the proposed internet café space, outdoor lighting for the new sign, laptops for remote checkouts. Mr. Michaels has offered to discuss lighting options with Scott Materna to see if solar or hard-wired lighting would be best.

Friends Liaison report:

Ms. Gallant reported the following:

A recap of the Holidays in Halifax was provided to the Trustees. All went well and the Silent Auction appears to be another popular success.

Gail Agentta made a \$1,000 donation to the Friends for the purchase of a diversity collection.

The Friends will once again pay for author series. They are hoping to have Steven Puleo in the fall.

Director's Report:

Ms. Gallant provided the Board with her report (copy attached) and reported the following:

The new Holmes Public Library sign is in use

Stop and Shop Community Bag Program gave a \$27 check deposited into the Gift Account

The Friendship Bracelet Program held on November 24th was a success. 25 children attended the program.

Jane Healey presented a program on her latest book "Good night From Paris"

Debbie Aducci hosted a luncheon for the Halifax and Duxbury Genealogy group.

Old Business:

The Town Administrator is not in favor of the proposed Substitute Librarian position. The Trustees would like to meet with the BOS and discuss their proposal. Ms. Gallant will research other libraries that hold this position and report back to the Board. Ms. Hill suggested the Board could provide information to the BOS as to how many hours the library was closed because of lack of staff.

The Town Administrator is requiring all Trustees have and use a town provided email going forward instead of personal email. The Board is not in favor of this as they feel it would not be checked and reviewed as often if it were sent to their personal email. The Board would like to meet with the Town Administrator to relay their opinions.

New Business:

The Community Bulletin Board Policy was discussed. Ms. Gallant would like to revise the last paragraph to read:

No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or advocate for or against any issue.

MOTION: by Ms. Snoeyenbos to amend and approve the revised verbiage to the Community Bulletin Board Policy

SECOND: by Ms. Hill
UNANIMOUSLY VOTED

The Community Corner Policy was discussed. Ms. Gallant would like the last sentence to read:

The electronic bulletin board will be for library use only or slides of interest to the community at the discretion of the library staff.

MOTION: by Ms. Snoeyenbos to amend and approve the revised verbiage to the Community Corner Policy

SECOND: by Ms. Hill
UNANIMOUSLY VOTED

The Preliminary Budget was reviewed and discussed. No vote was taken on this budget as the Special Town Meeting is being held on December 14th and proposed new salary structure will be voted on. This will change the proposed FY25 budget so it will be voted on and approved by the Trustees at a future meeting.

Ms. Gallant noted that 2 new computers at the cost of \$2,700 are included in this budget.

It was unanimously voted to adjourn the meeting at 7:30pm. The next meeting is scheduled for January 9, 2024 at 6:00pm.

Respectfully submitted by

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