

# January, 2024

## 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; Erin Nagle, Diane Ruxton, Ellen Snoeyenbos, Susan Vogt

**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.**

The minutes of November 14, 2023 were review and approved with a change.

Ms. Gallant would like to strike the sentence Under New Business, 3<sup>rd</sup> Paragraph, “Ms. Gallant will contact the MBLC to help in wording the proposal” as it was just a suggestion by Ms. Snoeyenbos and not something she intended to pursue.

MOTION: by Ms. Hill to approve the minutes of November 14, 2023 with change.  
SECOND by Ms. Snoeyenbos  
UNANIMOUSLY VOTED

The minutes of December 12, 2023 were reviewed and approved.

MOTION by Ms. Ruxton to approve the minutes of December 12, 2023  
SECOND: by Ms. Hill  
ABSENTIONS: by Ms. Nagle and Ms. Vogt  
VOTED

### **Chair’s Report:**

Mr. Michaels reported he intends to speak with Scott Materna regarding the installation of lighting at the newly installed sign.

### **Friends Liaison report:**

They did not meet in December however; Ms. Gallant reported the following:

Refreshments were provided at the Holidays in Halifax.

An order was placed for picture books with funds provided by the diversity donation.

An author series program is currently being planned which may include Ted Reinstein.

## **Director's Report:**

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

A laptop will be purchased through the incentive grant. This will be for remote checkouts and programming. The projector port in the Community Room needs to be repaired. Ms. Gallant will contact George the IT person from SAILS to have him look at the projector. The Trustees would like to know if purchasing a new one with bluetooth capability might be an option instead of repairing it.

Hours open were reported. Because of the population of Halifax, the library is only required to be open 25 hours.

FY 23

evenings 5-8pm (6 hours weekly) (269 hours yearly)

41 total hours per week

Ms. Gallant advised that the Town Administrator advised she no longer needs a contract as the Library Director. She printed out a copy of the Mass General Law and we will discuss this with Mr. Haddad at the February meeting.

The Trustees would like to meet with the Town Administrator to discuss the following:

Required use of town email by Trustees

Town Hall expectations and Library Expectations/Communication

Regular updates to the Library Director from outside departments on any work being performed at the library

Water lead level testing results/Building Maintenance issues

Wage and Personnel meeting date

Contract for Jean Gallant

Substitute Librarian position

Library Saturday hours.

After a brief discussion it was determined that all library staff will be required to work on a Saturday beginning in September of 2024. Ms. Gallant will alert the staff now of the upcoming change.

The Assistant Library Director is not writing the ALA Grant as the Trustees requested be done. Ms. Gallant explained it is not in her current job description at this time but is looking in to revising the description.

The Trustees would like to see the Technology Coordinator manipulate an interface when sending out the newsletter. They do not feel the current way its being sent out is in an inviting way.

## **Old Business:**

Building Update:

The water fountains were turned off in the library because levels of high lead appeared in the water testing. Ms. Gallant was not made aware of the issue until after the water was turned off. The Friends purchased water to be provided to patrons and employees. The Trustees would like an explanation as to why the Library Director was not made aware of the situation and lead levels were not shared with them for each test done. Ms. Snoeyenbos added if there is a safety alert at the library, the Director should be made aware of this situation immediately. Scott Materna is expected to meet with the Trustees in February and this will be addressed.

#### Substitute Librarian Position:

The Trustees discussed the creation of this position and all are in favor of it. It would need to be submitted at the Wage and Personnel Public Hearing which is to be held at the end of January. No official posting has been issued as to when the meeting will take place. Ms. Vogt will inquire as to when the meeting will be held so we can be sure to include it on the ATM warrant. Ms. Gallant provided information as to what towns hold the position of Substitute Librarian to include as backup with the request. She will condense the information for easier review. Ms. Gallant and Ms. Snoeyenbos will write an explanation of the request and Ms. Vogt will draft the wording for the warrant. The position will be proposed as a Grade 4, Step 1.

#### Trustee Email:

The Trustees are not in favor of using a Town email for Trustee communication. They will discuss this with the Town Administrator at the February meeting.

#### **New Business:**

##### FY25 Budget.

Ms. Gallant needs to revise the budget to reflect the current wages. She is meeting with the Town Administrator and the FINCOM Liaison on January 16<sup>th</sup>. There is a line item in the budget “extra staffing” so the creation of the Substitute Librarian position, if approved, will not affect this budget.

##### Customer Service Policy.

Ms. Gallant sent out a revised policy for review and approval. Ms. Nagle is concerned that it does not address the treatment of the library staff. Ms. Gallant said that is included in the Behavior Policy.

MOTION: by Ms. Snoeyenbos to approve the Customer Service Policy

SECOND: by Ms. Nagle

UNANIMOUSLY VOTED

The Minimum Staffing Policy will be discussed at the next meeting.

It was unanimously voted to adjourn the meeting at 7:40pm. The next meeting is scheduled for February 13, 2024 at 5:00pm.

Respectfully submitted by

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