

November 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; Susan Hill, Vice Chair; Erin Nagle; Diane Ruxton, Ellen Snoeyenbos (via telephone); 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.

The minutes of October 10, 2023 were reviewed and approved.

MOTION: by Ms. Hill to approve the minutes of October 10, 2023

SECOND: by Ms. Nagle

VOTING YES: Ms. Hill, Ms. Nagle, Ms. Snoeyenbos, Ms. Vogt

VOTING NO: 0

ABSTAINING: Mr. Michaels, Ms. Ruxton

Chair's Report:

No report

Friends Liaison report:

Ms. Nagle reported the following:

The exterior landscaping work will be postponed until the spring. A deposit was given to CMAC and they will be ready to do the work when needed.

The Friends would like the Trustees to considering revising the Policy for Authors. Currently authors who have programs at the library are able sell their books. There is an exception with children's authors and the Friends would like these authors to be able to sell their books as well. Ms. Gallant will add this to the agenda for review next month.

Director's Report:

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

The library had to be closed on November 13th and staff had to be released early due to bathroom backup issues. Scott Materna is looking in to the issue and Ms. Gallant will report his findings at a future meeting.

The a/c unit was inspected by a contractor. Several issues were reported to Scott Materna. The Board would like to meet with Scott in January to discuss the findings. If a new unit needs to be purchased, they want to be sure it is included on the Capital Plan for the next fiscal year.

Professional Development programs attended by the staff were discussed.

Ms. Snoeyenbos requested Ms. Gallant add “monthly” to the Program statistics on her director’s report.

Programming:

The writing group, drop-in knitting group and quilt groups continue to meet.

Story times will meet for the first three weeks in November

Friendship bracelet program will be held on November 24th

Old Business:

The reclassification study has been completed. The Town Administrator will be meeting with Department Heads and staff to relay the findings. A special Town Meeting will be held on December 14th to vote on the proposed changes by the voters. Ms. Gallant will email a copy of the study to the Trustees for their review.

New Business:

The Town Administrator is requesting a preliminary budget be submitted with a 10% proposed reduction. It is due on December 15th and Ms. Gallant will be meeting with the Town Administrator, FINCOM Rep. and Town Accountant. She is about half way through the process. The Trustees would like to attend this meeting when it is scheduled.

Ms. Gallant is interested in applying for a Library Transforming ALA Grant but is concerned she does not have enough time to complete the process. The Board requested Ms. Gallant have Ms. Bumpus (Assistant Library Director) complete the necessary paperwork for the grant.

The proposed Substitute Librarian position will be submitted to the Town Administrator for consideration on the warrant for FY25.

Silent auction donations are being collected.

It was unanimously voted to adjourn the meeting at 7:28pm. The next meeting is scheduled for December 12, 2023 at 6:00pm.

Respectfully submitted by

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