

# March 12, 2024

## Meeting Minutes

The 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; Scott Materna, Director of Building Maintenance (departed at 6:45pm)

The meeting was called to order at 6:00pm and was being audio recorded

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

### **6:00 PM Appointment – Scott Materna, Director of Building Maintenance**

Mr. Materna discussed following

Bathroom – A professional company was called in to address the problem. Mr. Materna believes based on feedback that paper towels are being flushed down the toilet. Because of this, they are purchasing hand dryers and will no longer provide paper towels in the bathrooms. They also discovered 2 Huggies diapers that were flushed down the toilet. Ms. Snoeyenbos added that when she was a librarian in the facility 20 years ago, they had issues with the toilets and she believes it was due to the pitch in the piping. Ms. Hill asked about high velocity toilets. Mr. Materna added it would not be affective because of the length of the piping. He believes the best option would be to have the pipes relined. They can jackhammer to the “Y” s in the system and reline them. He is awaiting a price for the relining. The Trustees would like to purchase Diaper Genies to place in the bathrooms for disposal of any diapers, paper towels, etc.

Ms. Snoeyenbos asked about the window scheduled to be replaced in the building. Mr. Materna explained \$35,000 was approved at the last town meeting for the project, however the cost of an engineer to design the project is close to an additional \$35,000. He is working with the Building Inspector to secure a contractor for the project without the use of a design engineer, perhaps National Lumber.

Ms. Vogt asked about the water testing/lead situation. Mr. Materna advised the water fountain was turned off out of an abundance of caution however the water tested fine. The Board asked Mr. Materna to advise Ms. Gallant of any repairs being done in the building going forward.

An update was provided on the A/C unit. Initially the A/C company, G&G Mechanical stated the unit was working fine, however after additional review they discovered various issues with the unit which, he believes, are repairable. He expects it to be working fine this summer after repairs are completed. The town Capital Plan purchase for a new unit is not slated for another 5 years.

Mr. Materna is looking into replacing the library roof through a grant and will ask the Historical Society if a metal roof may be acceptable.

The exterior ADA improvements will take place this spring. An engineer is currently working on the details. The interior ADA improvements will also need to be completed and the town has until 2030 to complete all the work.

Ms. Gallant expressed concern with not having useable bathrooms for her staff. The Town Administrator advised after researching the issue, according to labor laws and requirements, it is acceptable that bathrooms are available at the Town Hall and the Elementary School for the library staff's use. Ms. Vogt asked if portable bathrooms might be available for playground attendees in lieu of using the library bathrooms to limit use. Ms. Hill suggested additional signage be placed in the bathrooms with strict material flushing guidelines.

### **Approval of Minutes:**

The minutes of January 9, 2024 were reviewed.

MOTION by Ms. Nagle to approve the minutes of January 9, 2024 as written  
SECOND: by Ms. Ruxton  
UNANIMOUSLY VOTED

The minutes of February 27, 2024 were reviewed.

MOTION by Ms. Ruxton to approve the minutes of February 27, 2024 as written  
SECOND by Ms. Hill  
UNANIMOUSLY VOTED

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

Mr. Michaels advised he has decided not to seek reelection as a Library Trustee. The Board thanked him for his many years of service and dedication.

### **Friends:**

No Report

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

The Director's Report (copy attached) was reviewed and discussed.

Additionally, Ms. Galant added the STEM Group is going well and is well attended. She is opening the building an additional 1.5 hours per week because of this. The Friends are doing an Author Series which will begin in September.

The job descriptions for the Substitute Librarian and Reference Librarian posting have been forwarded to the Town Administrator and are awaiting posting.

A large/on wheels computer screen is being purchased for the Meeting Room. The cost is \$7,500 and is being funded by the Incentive Grant. Four computers and two work spaces are planned for the library as well.

**FY 25 Budget:**

The Final FY25 Budget was reviewed and approved.

Ms. Gallant explained that the newly approved wages increased her bottom line. The Town Administrator and FINCOM Rep suggested to alleviate this if she could use her Incentive Grant. Ms. Snoeyenbos believes the network fees should be included in the budget and not part of grants. Mr. Michales added the electric should not be part of the library budget and should be a town budget expense. These items should be addressed at next year's budget but the Board agrees the FY25 budget should be approved. Ms. Gallant will research what other departments do not have electric included in their budgets.

MOTION: by Ms. Snoeyenbos to approved the FY25 Budget

SECOND: by Ms. Hill

UNANIMOUSLY VOTED

It was unanimously voted to adjourn the meeting at 7:34pm. The next meeting is scheduled for April 9, 2024 at 6:00pm.

Respectfully submitted by

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