

**Holliston Board of Library Trustees Minutes of the Regular Monthly
Meeting November 1, 2023 Call to order at 7:00 pm**

Members present by roll call: Karla Alfred, Nancy Baron, Bob McGrath, Kara Peterson, Kristy Wiwczar, Ashlinn (Friends of the Library)

Staff present by roll call: Deric Wilson, Director

Interview for Open Board Position. - Robert McGrath. Holliston Resident since 1970, President of Scholarship foundation - current, School Committee 73-86, helped implement French Immersion Program, Taught in Medway, frequent patron of the library. Appointments are joint with Select Board.

Directors Report

- 300 surveys
- Building grant application: spoke to Mary B. regarding space. We may need 6,000 sf of space for our future needs. Deric will provide a draft for review to the board.
- We have hired a new Children's Librarian! Her name is Katherine Moyles. She has programming experience. Meet and greet the new librarian in the future.
- Procurement and book selection will be collaborative.
- Updates- Capital plan approved for grate replacement before January. That entryway will be closed for a few days.
- FOB system – no new updates

Programming:

Knitting to be considered for future programming. Search prior years knitting program to find a contact to restart the program.

Catherine Ehret – Request to use Library after hours.

Minimum Staffing Policy – Updates.

Current Policy:

It has been recognized that it is in the interest of the library to have more than two employees in the building at any time. During normal operating hours, it will be the policy of the library that no fewer than three paid employees shall be in the building when the building is open to the public.

Feb 24, 1998

Proposed Change:

*The purpose of this policy is to set **minimal** staffing levels as well as to establish criteria for closing the building to the public outside of normally scheduled hours due to staffing levels.*

During normal operating hours, it will be the policy of the library that no less than three paid employees shall be scheduled to be in the building while it is open to the public.

If for any reason the library has less than three staff members available and on duty for a period exceeding one hour while open to the public, the Director will be notified, and the library will close to the public at the end of that one-hour period.

The building can remain open for longer than one hour with less than three staff at the discretion of the Director.

Motion to approve as amended: Karla, Kara, Bo, Nancy, Kristy

Building Use Policy Review – After hours programs

Due to the need for staff for after hours programs for the Gilman Room we would need to pay overtime which currently the library does not do.

The policy does not include after hours facility use.

Current Policy:

After Hours Building Use Policy

This policy provides a guideline for requirements for requesting use of Library facilities outside of normal operating hours.

1. The library will be available to any person or group only with the approval the Board of Library trustees.
2. The person requesting usage of the library must:
 - a. Be over 18 years of age.
 - b. Be in attendance for the entire duration of the proposed event.
 - c. Accept responsibility for the conduct of the group and the protection of library property with regards to the event.
 - d. Promptly reimburse the library for any expense or damage resulting from their use of the facilities.
3. Persons requesting the use of facilities will be responsible for any cleaning and trash removal at the end of their event. Failure to do so may result in penalties.
4. Do we want to do a security deposit perhaps?
5. No person or group may charge an admission type fee for any event or program while using library facilities.
6. Alcohol is not permitted within the library except with the permission of the Board of Trustees and the Board of Selectmen.
7. It is understood that any party making use of the library facilities is not endorsed by the Board of Trustees. Any views and positions held by the requesting parties is not endorsed by the Board of Trustees.

Deric will need to check with insurance policy. Discussion needed with facility manager.

Deric will review other library policies and review with board.

Karla – Rental fee can be used for staff hours

Kristy – What about Parks & Recreation after hours policy? Other libraries building use policy?

Review of Strategic Plan - Actionable Ideas.

Children's Librarian Job Search Update

Meet and greet the new librarian requested.

Pursuing Early Childhood Masters

Hours: 10-6 Mondays

12-8 Tuesdays

9-5 Rest of days

Other business

Adrianne – update from friends. Adult program had a good turn out

Deric – Staff training on December 7? It's a half day. Will need to select another date potentially. Potentially 3-4 hours of training or for full day. Board suggested half day training over full day and to reoccur quarterly or semi-annually for staff training.

Deric requests 3.5 hours December 14th, 2023 for staff training and for the library to be closed for that period.

Motion to approve

Next meeting: Wednesday, December 6, 2023 at 7:00 pm in person

Motion to adjourn made by Karla, seconded by Kristy; passed unanimously. Meeting adjourned at 8:25 pm.

**Respectfully submitted,
Mareoun Bo Yai**