

Holliston Public Library Board of Library Trustees Meeting Minutes

October 20, 2010

Present: Pat Fuller, Jim Pond, Cathy Soucy, Phil Waterman and Leslie McDonnell, Library Director

Jim motioned to accept the meeting minutes from the September 8, 2010 meeting. Cathy seconded; all in favor.

Director's Report:

1. The Long-Range Planning Committee has completed a draft of the plan. The draft was emailed to all Trustees prior to this evening's meeting. No additions or changes were made to the plan by the Trustees.

Pat made a motion to approve the plan. Seconded by Jim. All in favor.

2. The Long-Range Planning Committee's survey of patrons found that some patrons would like the Library to open earlier in the morning. There was a discussion of strategies for opening the Library for more hours in 2011, if Library funding increases in the next fiscal year.

Discussed opening for a full day on Saturdays, or opening at 10:00 or 10:30 am on weekdays. Discussed how staffing would need to be adjusted to accomplish an earlier opening and what the additional cost would be. It would cost approximately \$5,000 more annually to go from a half-day to full-day opening on Saturdays, and approximately \$800 to open at 10:00am on weekday mornings.

Discussed asking the Finance Committee for the additional \$800 to open at 10:00am for the next fiscal year. Would need additional volunteers to cover all the tasks that need to be done during an earlier opening.

If the Library is able to extend its hours, this should be widely promoted to patrons; letting them know that we are trying to respond to their needs (as voiced in the survey) within the funding parameters given to us.

3. Leslie discussed the recent activities of the Friends.
4. Leslie described various meetings that she, and Jim and/or Margaret attended in September, including the All Boards Meeting on September 27th.
5. Open Meeting Law: There have been additional changes made to the new Open Meeting Law. The Town Clerk needs a meeting agenda 48 hours ahead of the scheduled meeting date, by noon of that date. The Trustees felt that we should give the Town Clerk three full days notice to ensure that we meet the deadline. The submitted agenda should be marked "Draft" and must include enough details for the public to generally know what topics will be discussed at the meeting.

Leslie mentioned that the state will hold meetings with town officials after the November elections to answer any questions on the new requirements.

6. If the Library wants to apply for a state grant, it needs to file an Action Plan. Leslie will complete this plan and present it at a future meeting before submitting to the state.
7. Leslie discussed the chart of circulation by hour statistics that she had previously emailed to the Trustees.
8. Budget Discussions: Finance Committee hopes for level funding in FY2012. Minuteman hopes to keep assessments level. Heating costs could see savings of up to \$2,000 based on recent repairs made to the system; most other line items should stay fairly consistent with current year totals.
9. Purchase of Uninterrupted Power Supplies (UPSs): Need to purchase two – one for current use and one as a back-up. Can be purchased for \$163.20. Library currently has about 16 UPSs in use.

Pat motioned that we use the Gift Account to fund the purchase of two UPSs; seconded by Jim; all in favor.

10. Holliston Business Association Request to Use Meeting Space: Leslie received a request from the Business Association to use the Library meeting space at off hours for an event associated with the annual Holiday Stroll. The Association also asked what the fee would be.

Leslie and the Trustees felt that a staff member must be present during such off-hours use, and that the staff member would need to be paid. Concerns were raised about being able to get a staff member at this time (Friday evening after Thanksgiving), and about setting a precedent on staying open beyond regular hours.

Phil made a motion to decline the Business Association's request, based on existing Library policy because it was outside of the Library's regular hours. Motion seconded by Cathy; all in favor.

11. Bourn Room Furniture: The Friends would like to supply the Bourn Room with new furniture. The existing furniture would be used elsewhere. The Trustees liked this idea. The Trustees will ask the Friends if they could also add plexiglass to the Bourn Room door, which would create more privacy for the room, and hopefully increase the room's use as a private meeting or study space.
12. TeenPak & KidPak: These are customizable modules for the Library's website. They would provide a new "home page" for young children and for teenagers with customized information from our own Library. Leslie had previously sent the Trustees information about these products. The Trustees felt the layout and content seemed engaging for children and teenagers. The cost seemed reasonable - \$450 for both modules, a one-time setup fee of \$100, and then a \$100 annual maintenance fee - and having these modules would free up time for Leslie because she would not have to be continually creating and updating content for these webpages.

Leslie will ask the Newcomers to fund this purchase because it benefits a large segment of the town's population – children and teenagers. Leslie will put in that request after the first of the year, and funding would be received in spring 2011.

13. Circulation Statistics: Overall statistics are down about 5% over the same period last year. Large print and books on CD are the exceptions and their circulation has increased.

Friends Update:

1. The Friends Fall Fair is October 30th. They will be encouraging new membership and enrollment in their affinity programs – TDBank and Jensen Sheehan Insurance - that bring additional revenue to the Library. The Friends will sponsor two authors at the Library in the winter, and they are considering purchasing Facebook ads that target Holliston residents. The Friends will also be collecting the annual contributions from the Library's book clubs.

Other Business:

1. New Furniture for Children's Room: Tenna and the Friends would like to purchase new display racks for media, books and puppets, as well as new furniture for the Children's room. Michelle Milligan designed scale drawings of the new layout along with photos and descriptions of the new items. These drawings were very helpful in allowing the Trustees to visualize the proposed changes.

Next meeting date: Wednesday, November 17, 2010 at 7pm.

Motion by Phil to adjourn; seconded by Pat. All in favor.

Respectfully submitted,

Phil Waterman