

Minutes of Holliston Public Library Board of Trustees Meeting – Jan. 23, 2013

Present: Bill Heuer, Cathy Soucy, Pat Fuller, Phil Waterman, and Nancy Baron. Also present Leslie McDonnell, Library Director.

Pat moved to accept the minutes from the meeting of November 14, 2012. Cathy seconded, all in favor.

Director's Report:

- 1. Revised Job Descriptions** – Trustees reviewed updated job descriptions for Assistant Director, Children's Librarian and Reference Librarian. Phil motions to accept these as written, Pat seconds. Trustees unanimously approve all.
- 2. Update on Lighting Project** – Leslie is waiting for the installation of the final two can lights, which require a small amount of carpentry. The contractor has not yet been paid, so Leslie is confident that this will be completed.
- 3. Building Update** – The Highway Department has taken care of a long list of chores: cleared and repaired drain, repaired gutter and downspouts in rear of building, removed Witchhazel tree at back door and laid down concrete where tree had been, removed old book drop, patched and painted holes where old lights were, and hung the framed copy of the Constitution. (Thank you Highway!)
- 4. Unexpected expenses; lawsuit deductible** – As a result of the nuisance lawsuit filed by a patron in August 2011, the Library is obliged to pay \$839 to the Town's legal insurer for its deductible costs. Paul LeBeau says there is a precedence for departments to cover such deductibles. (The Library was found blameless of the patron's charges that her civil rights had been violated in a dispute over documents she had printed on the Library's printer. This person is indigent and regularly files such lawsuits, having filed 26 in Massachusetts alone since 2007.) Trustees agreed that this is grossly unfair to the Library; however it was felt that as electrical costs are currently about \$2000 below what was anticipated that the \$839 amount may be made up from that budget line. Otherwise a reserve fund transfer may be needed. Phil will seek additional clarification from FinCom.
- 5. Unexpected expenses; phone** – Our phone contract is ending, and the phone company expects an unspecified pay-off for the equipment we now own. The rep tells Leslie "there is a formula" for determining how much they'll expect from us, but so far isn't revealing what the magic formula is. Leslie will scour our original contract for info and will confer with Paul LeBeau as Town Hall has a similar contract with them. Phone charges for FY'14 should be for usage only.
- 6. Budget FY'14** – Leslie presented the two budgets requested by FinCom, a level-funded version (total budget \$436,165) and one with a 1.5% increase (\$441,980). This represents a difference of \$5,815. Each includes a 1% raise, and has

noTruT state aid rolled over from FY'13 into salary line. Cuts suggested in the level funded version have Leslie working one Saturday out of six (saving \$2600), cutting Laura from 25 hrs. to 24 hrs. (saving \$1100), skipping carpet cleaning and floor waxing for one year (saving \$1200) and pushing the annual cleaning of the fire alarm system from April to July (saving \$650). Bill asked about the impact of the rate-saver health plan on employees. Leslie explained that there have been mitigation payments toward individuals' deductibles this first year on the plan, but that mitigation will end after this year. Phil motioned to accept these budget proposals for presentation to FinCom on Jan 28. Nancy seconded, all in favor.

7. **Food and Drink Policy** – Leslie suggested revisiting our iron-clad “no food and/or drinks” policy in light of its frequent violation by patrons with no apparent ill-effect. After brief discussion Nancy moved to repeal the policy for a six-month trial. Phil seconded, all in favor.
8. **Friends Update** – The Friends have agreed to pay for Zinio, the new online magazine service.

Next Meeting: Feb 13, at 7pm in the Gilman Room.

Phil motioned to adjourn, Nancy seconded. All in favor. Meeting adjourned at 8:35 pm.

Respectfully submitted,

Nancy Baron