

**Holliston Public Library Board of Trustees**  
**Meeting Minutes – December 10, 2014**

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

Meeting called to order at 7pm by Phil.

**Prior Meeting Minutes**

- Minutes from the November 12<sup>th</sup> meeting were reviewed. Nancy motioned to accept the meeting minutes and Pat seconded. All in favor.

**Library Director's Report**

- The Library's participation in the annual Holiday Stroll went well and many families attended the Library's activities.
- Recent programs, such as Lego Club, were well attended.
- The stove recently overheated and the fire department responded. There was no damage to the Library. Leslie recommended, and the trustees agreed, that the stove does not need to be replaced unless a future need arises. Leslie will ask the Highway Department to disconnect and remove the stove.
- A defective ceiling light caused smoke and the fire department responded. There was no damage to the Library.
- State aid to the Library was cut 1.5%, but the total amount received for the year remains above the level received in recent years.
- Leslie recommended that we change the DVD lending policy to increase circulation. She suggested increasing the loan period and decreasing the overdue fine amount. After discussing the issue, Pat motioned to accept Leslie's recommendations. Nancy seconded the motion. All in favor.

**FY2016 Budget**

- Leslie is preparing a Capital Improvements spreadsheet for the Finance Committee. The spreadsheet will list all capital improvements for the Library, their estimated remaining economic life and the estimated cost to repair or replace the item. Such items include the fire alarm system, boiler, elevator and AC system.

**Other**

- Keefe Tech was contacted again about renovating the cabinets, but our contact person has not responded. Leslie does not believe that Keefe Tech will do this work for the Library. Bill will contact Keefe and see if he can schedule the work for the Library.

**Next Meeting of the Board**

- January 14, 2015 at 7pm

Motion to adjourn by Cathy, seconded by Nancy, and all in favor. Meeting adjourned at 7:50pm.

Respectfully Submitted,

Phil Waterman