

**Holliston Public Library Board of Trustees**  
**Meeting Minutes – February 25, 2015**

**Present:** Bill Heuer, Pat Fuller, Cathy Soucy, Phil Waterman, Jim Pond, and Library Director, Leslie McDonnell. In addition, Elizabeth Liberty, Fin Com board member and library liaison was present.

Meeting called to order at 7pm by Phil.

**Prior Meeting Minutes**

- Minutes from the January 28 meeting were reviewed. Cathy motioned to accept the meeting minutes and Pat seconded. All in favor.
- Regarding the Saturday hours discussed last meeting (earlier opening time not being used), we will wait until June before making any changes. In addition, Leslie will look into advertising the Saturday hours more in the library.

**Library Director's Report**

- The FY2016 Budget meeting with FinCom went well. The budget has the library meeting the guidelines, includes raises, includes the necessary 16% for books, and has operations level funded.
- Cathy, Bill, Leslie met with Paul LeBeau (administrator) and Mary Bousquet (treasurer) to discuss a Holiday Pay policy for the library. Phil motioned for approval of the proposed policy (see Addendum), Cathy seconded, and the policy was unanimously approved by the trustees.
- Our Capital Improvements list for FinCom includes the A/C system, fire alarm system, the boiler, the burglar alarm system, and the perimeter of the roof.

**The Friends**

- Apparent that Keefe Tech will not be doing the renovation of the cabinets in Tech services, the Friends have an appointment with Cape Cod Lumber to get an estimate.
- The Lego Fest is almost sold out.

**Discussion with Beth Liberty**

- The town has a separate buildings maintenance allocation line item (separate from Capital Improvements),
  - Appears to be for items that are less routine, but periodic
  - Gives the town more flexibility to address such expenses
  - Governance of this is unclear currently (Selectmen or FinCom), but will be forthcoming
- Beth suggested three strategic approaches for the library's future infrastructure needs:
  - Inventory what we need to stay in the current building (including possible large scale renovation, not just maintenance)
  - Look into Andrews School as a possible replacement
  - Look into a mixed use new building solution (e.g., COA, Parks and Recreation, Veterans, and a Library)
- Additional discussion about a mixed use building:
  - Bill mentioned that during the earlier discussions between Parks and Recreation and COA about a mixed use building, the Library was not invited to participate.

- Beth suggested that we approach the people who were involved in the mixed use study for Parks and Recreation.
- Leslie mentioned that Mansfield has a mixed use building for its Library, and it was partially funded by Library Board money.

### **Other**

- Leslie reports that the hot water heater froze this winter, has been unfroze.
- Radiators in the staff room have been working at a diminished capacity, causing the low temperature alarms to go off. Leslie projects that we will need to address the radiators . may have to replace with a more modern baseboard heating system.

### **Next Meeting of the Board**

- March 11, 2015 at 7pm

Motion to adjourn by Phil, seconded by Cathy, and all in favor. Meeting adjourned at 8:20pm.

Respectfully Submitted,

Jim Pond

**Addendum: Holiday Pay Policy, voted by Trustees on 2/25/2015**

**HOLIDAY PAY**

Holiday pay applies to employees who regularly work 20 hours or more per week.

When a holiday occurs that is recognized by the town, the employee will be paid what they would normally work on that day. If the holiday falls on a day the employee does not normally work, the employee is paid what they normally work on the closest working day to that holiday. They are off on that day and the pay for that day is coded in the payroll as “holiday.”

Example: a holiday falls on a Monday. An employee who does not regularly work on Mondays is paid whatever they normally work on Tuesdays and has Tuesday off. The hours for Tuesday are coded as holiday and they are not paid anything for Monday.

Voted by the Library Trustees on February 25, 2015