

Holliston Public Library Board of Trustees
Minutes from September 11, 2013 meeting

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

Minutes: The June Minutes were unavailable as of 9/11, but the Board will review and approve them at our October 9, 2013 meeting.

Director's Report:

1. The NStar lighting project is complete. The balance of money left will be used to replace the light in the bathroom off the Children's Room and/or to add some light to the main staircase.
2. The Dept. of State is not authorizing any new passport agents at this time, ending discussions of the possibility of issuing passports from the HPL.
3. The new computer equipment, purchased with funds from the TD Bank Affinity Program, has been installed and is working very well. A total of 15/17 computers are working fine, and work continues on the installation and running of printers.
4. Trustees discussed the possibility of delegating the signing of warrants (bills) to Leslie, instead of the current practice of Trustees stopping by the library to sign warrants for approval throughout the year. The consensus was that it would be more expeditious for both Leslie and the Trustees to do so. Phil made a motion to authorize Leslie to sign payroll and warrants. Cathy seconded; all in favor.
5. The issue of time off without pay for employees of the library was discussed at length. Trustees felt it to be important to set parameters on unpaid time taken for a variety of reasons, including the difficulty and burden to cover these unpaid absences by the director and employees, and the extra work created regarding payroll deductions. A vote was taken on the following:

In the instance where an employee has exhausted his/her paid vacation time, comp time, and personal time off, he/she may be eligible for up to one week/year additional time off. This time may only be extended in extraordinary circumstances.

Phil made a motion to approve this provision. Pat seconded; Four in favor, one abstaining.

6. Trustees considered the redistribution of the hours and responsibilities of Margaret, a valued staff member who left for another job opportunity. A motion was made to leave current job descriptions "as is," with additional hours added for the Asst.

Director/Head of Tech Services/Young Adult Librarian from 24 to 36 hours per week, using her extra hours to cover Reference and Technology (tech training will be necessary). The Children's Librarian position will increase from 20 to 25 hours per week. The Trustees unanimously agreed that enacting these changes would be very beneficial to the library in numerous ways.

7. In July a utility pole came down in the parking lot, causing the downing of wires and closing off the parking lot for hours. Leslie is making calls to determine the party responsible for completing the unfinished repairs. Trustees expressed concern for the safety of patrons and the need for action to be taken soon.

Update from Friends of the HPL:

1. The TD Bank Affinity Program is successfully generating money for the Friends.
2. The fundraising for a new train table for the Children's Room was a huge success.

Next Meeting Date: Wednesday, October 9, 2013

Adjournment: Phil motioned to adjourn; Nancy seconded; all in favor. Meeting adjourned at 8:35pm.

Respectfully submitted, Cathy Soucy