

Holliston Public Library Board of Trustees

Meeting Minutes – June 12, 2013

Present: Bill Heuer, Pat Fuller, Cathy Soucy, Phil Waterman and Library Director, Leslie McDonnell. **Guests:** Mark Ahronian and Erin Dowling Porter.

Meeting called to order at 7pm by Phil.

Prior Meeting Minutes

- Minutes from the May 22nd meeting were reviewed. Cathy motioned to accept the meeting minutes; Phil seconded; all in favor.

Landscaping Improvements

- Trustees discussed a proposal from the Holliston in Bloom committee, represented by Mark Ahronian, and the Holliston Garden Club, represented by Erin Dowling Porter, to make landscaping improvements to the library grounds. The reason behind the proposed improvements came from feedback that the Holliston in Bloom committee received from last year's America in Bloom Competition.
- The main focus of improvement would be to remove the hedge of spirea along the front perimeter of the library grounds. Other potential changes could involve moving the existing bench and adding a second bench, planting annuals behind the benches, and thinning the trees in front of the library.
- The trustees did not all agree with Mark and Erin that the hedge represented a barrier to the public's use of the library or its grounds.
- The trustees approved a motion to trim the front hedge, add a sign that directed people to the library's secret garden, add a second bench, plant some annuals, and ask the Friends of the Library to fund these improvements. Motion was made by Phil, seconded by Cathy; all in favor.
- Mark will ask the Highway Department to prune the trees in front of the library and to remove a diseased tree. The Garden Club will pay for this work.

Lighting Project Update

- Rich Rossini looked at the lights and said that the solution was an electrical one, not a carpentry one. He recommended continuing to contact Nstar.
- Leslie will continue to pursue Nstar, and will make sure that the approved funds can be encumbered for the following fiscal year.

Building Repairs

- Rich Rossini installed new stairs to the attic.
- The staff toilet needs to be repaired.
- A patron requested improved lighting in the main stairwell. Leslie will consult with an electrician about installing an additional light fixture.

Phone Contract Update

- The library has a new three-year contract for \$122/mo. However, we continue getting billed as if not under this contract. Leslie will keep pursuing to correct this situation.

Passports Update

- Leslie discussed the library taking on passport processing with the staff. They were accepting of the plan to add Saturday hours, but not for extending the day until 5pm. They would prefer an extra hour in the morning.
- Leslie will calculate the cost of adding additional hours, but she believes the money generated from passports would support adding two people for an extra hour on Saturday morning and adding four hours to the Children's Librarian position. Leslie will also look into when the library can implement the program; probably in the summer.

Zinio Update

- Leslie has no update on renewing our subscription as she has not heard back from the Zinio representative.

Reorganization of the Board

- Motion by Pat to nominate Phil as Chairman. Seconded by Cathy. All in favor.
- Motion by Phil to nominate Cathy as Vice-Chair. Seconded by Pat. All in favor.

Next Meeting of the Board

- September 11, 2013 at 7pm

Motion to adjourn by Cathy, seconded by Pat, and all in favor. Meeting adjourned at 8:50pm.

Respectfully Submitted,

Phil Waterman