

Holliston Board of Library Trustees
Minutes of December Meeting
December 13, 2017

Trustees Present: Bob Ostrow, Karla Alfred, Bill Heuer, Nancy Baron, Bob Malone,
Jim Pond

Staff Present: Leslie McDonnell

Bob O. called the meeting to order at 7:04P.M.

Approval of the minutes of the November meeting was moved by Bob O, seconded by Nancy and voted unanimously.

Leslie reported on Children's Room Events features:

Adding a craft to the movie has improved attendance.
Continued strong Friday Drop-In playgroup.
Record turnout for Sue Taibi's led monthly, French On Fridays.
There's Continued interest in Tinker Time.
Strong participation in the craft associated with the Holiday Stroll.
At capacity preschool program.

Leslie presented the Director's Report.:

Update on roof/AC/lighting progress.

Phase 1 of the lighting improvement is complete. Phase 2 will replace the 9 volt cans and nearly all the remaining bulbs with LED bulbs which when completed will proved significant energy saving.
Insulation replacement is complete.
Finished specs for engineering firm to return a proposal to replace roof and AC.
Leslie found a mason to look at stone work damage and look at old granite sills.
We'll go out to bid and get specs in time for Spring Town Meeting. Town wants project completed by September 2018.
Verizon switched over two old phone lines.

Library Trustee By-Laws sent to Jeff Ritter who approved them. Bob M. noted they have to be sent to Selectmen for their approval.

Leslie found a carpenter who will provide a quote to make a door for the magazine room.

Budget For FY19

Leslie has not yet received budget guideline for FY19, but believes the Finance Committee is looking for 1% increases.

The participants of the Department Managers recommended 2% increases to Jeff Ritter. It was noted that most of our full time staff are approaching the top pay grade step.

Employee's illness

The employee who has been out on long-term sick-leave met with Leslie this week and tendered her resignation. Leslie told her she is welcome to come back to a volunteer position when she is ready. A conversation ensued about covering hours and keeping part-time employees under the 20 hour requirement.

The Trustees unanimously agreed the town should be fully paying for the McNaughton popular books program which is currently partially funded by The Friends.

Leslie requested the library be allowed to close early one day so that staff can participate in a Police Dept. led workplace safety session. Karla recommended the staff also be offered the opportunity to receive CPR and other emergency related training provided by the Fire Dept. Bill recommended that we add a professional development line to the budget which should be funded by the town.

The Friends bought puzzles for Children's Room and a Roku for general use.

Jim and Bill led a spirited conversation about a library advocacy workshop they attended at the Hopkinton Library. There was much covered with the gist being that we are about two years away from even applying to get on the state list for library funding. This period would require the assistance of a paid consultant.

Karla suggested the Trustees should increase their visibility in town and their own library advocacy.

Bob O moved for meeting to be adjourned at 8:40. Nancy seconded. All approved.

Submitted by
Bob Ostrow

