

Minutes of Holliston Public Library Board of Trustees Meeting – March 14, 2018

Present: Bob Ostrow, Bob Malone, Karla Alfred, Jim Pond, Bill Heuer, and Nancy Baron. Also present Leslie McDonnell, Library Director.

Jim moved to accept the minutes from the meeting of February 7, 2018. Bill seconded, all in favor.

Librarian's Report

1. The preschool program continued at capacity.
2. One Book One Holliston on Feb 26 Skype with author, had better luck with Skype this time.
3. Minute Man is doing a pilot project, pulling ebooks from other libraries and vice-versa.
4. MCS via Overdrive will share titles with all. Overdrive is also moving to a pay per circulation model which should help us save money.
5. We received some very nice posters from Sec. Galvin's office for Black History month; they were displayed on the mezzanine.
6. Police Chief Stone presented a workplace violence workshop to the library staff on Feb 8.
7. Our new library technician Michelle Cunis has started and is doing a nice job.
8. **Updates on the building:**
 - a. We have found solutions for the electrical lighting upgrades including the 4 ft and 5 ft lights, and lighting cans.
 - b. Engineer Mike Flaherty came from Russo Barr for checking out the roof. He thinks the flat roof may be leaking, the overall roof is in bad shape, the gutters also need work.
 - c. The trustees asked if any portion of the roof is still under warranty, Leslie will check
 - d. We have 150K in the warrant for the town meeting (May 7).
 - e. Prices will be prepared by bidding engineering companies for the town meeting.
 - f. Masonry report: Neil Rouleau, Building Restoration Corp, has examined the masonry and estimates repairs could approach 12K which far exceeds what we could do without a reserve fund transfer (our limit is 5K)
 - g. The town is considering a Supervisor of Town Buildings, to be under Sean Reese, DPW.
 - h. Elevator: we were experiencing partial power after storms (power came up, elevator not working); elevator repair man reset it (just a service call).
 - i. Alarm system update: we have received three quotes, but Leslie thinks these are not apples to apples. The quote from National, a RI company recommended by Chief Cassidy is \$2400 but costs more for monitoring; The Custom Alarm quote is 3,500 but less for monitoring; Safety Signal is 4,200 and also less for monitoring. Leslie will run these quotes by Chief Cassidy and Jeff Ritter. Any quote would also have to include a silent panic button that our current equipment had.

- j. Door for the magazine room update: still looking for a second carpenter quote.
- 9. Evaluations: Leslie has forwarded her evaluation form for the trustees to act on, Leslie does the remaining staff.
- 10. Telescope donation: The library has received a donation of a telescope from the Aldrich Astronomical Society (Anna Maria College, Paxton MA). We would be the caretakers. The trustees discussed the loan rule and decided on two weeks, no renewal, \$1/day penalty for late, also we should make know to the borrower the cost of parts and total replacement. Bill suggested we market the telescope, perhaps have a drawing to be the first user. We may need a tripod and also a scratch protection screen, Leslie to look into.
- 11. 3D printer: Leslie will look at cost again, what other small libraries are doing.
- 12. Bookmarks: We will need more. Manter Mark bookmarks is our current maker, they find the sponsor.
- 13. Leslie received a letter from Piper Webs (our web site host) regarding our lack of an SSL connection which can entail Google site downgrading and browser lack of support, etc. Piper can apply for the SSL certs and install them for a cost of \$219, then \$600/year. The trustees agreed we should go to the town to pay for this.

Bob Ostrow motioned to adjourn, Nancy seconded. All in favor. Meeting adjourned at 8:25 pm.

Next Meeting: April 11 at 7pm in the Gilman Room

Respectfully submitted,

Jim Pond