

Holliston Board of Library Trustees  
Minutes of the Regular Monthly Meeting  
October 3, 2018

Members Present: Karla Alfred, Nancy Baron, Bob Malone, Bob Ostrow, Kara Peterson  
Staff Present: Leslie McDonnell, Director  
Members Absent: Jim Pond

Bob M. called the meeting to order at 7:03P.M. A quorum was present.

Approval of the minutes of the September 5, 2018 meeting was moved by Nancy, seconded by Kara, and voted unanimously.

Leslie offered the Children's Librarian report from Tracy Alexander dated October 3, 2018. She noted particularly the success Tracy had again with the Celebrate Holliston booth, with the running story, and the acquisition of 6 new Friends memberships. Tracy continues to offer engaging activities in a busy Children's Room.

Leslie then presented the Director's report. The Spanish Conversation Group was less successful than hoped, but will be offered again. The French Conversation Group is more successful and will continue. Ladies Night Out with pizza and movie was unexpectedly successful and will be run again.

The electric lighting project is . finally . completed. The new shelving units for the downstairs project are due shortly for installation. Chris Meo, Town Technology Officer, met with Leslie to discuss new routers and placement in the library for most effective coverage. The new rooftop AC unit will be installed on or about the 15<sup>th</sup> of October, with crane work expected for one day. It will take approximately one week for all connections to be made and the unit tested. It was also noted that the boiler needs resetting.

There was then discussion about the flood damage to the technical services areal. Flooding through the window well, due to a broken downspout and excessive water flow caused the recovery company to remove all carpeting and open walls to check for damage and mold. Leslie has kept Jeff Ritter advised and is meeting with the insurance adjuster. It was agreed that carpet tiles, rather than carpet, would be a better idea for replacement and Leslie will so advise the insurance adjuster.

Leslie offered a well-thought proposal for the opportunity to move staff offices for Tech Services to the first floor Local History Room. As an under-utilized space, materials can be accommodated in the back of the first floor (old research) area, and there are many benefits to staff using the space. It is fairly easy to accommodate offices, and the school electrician has been assigned to assist with the necessary wiring for lights and computers.

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Leslie and staff will also be reviewing the better usage of shelving and storage of the downstairs areas after all damage mitigation is complete.

Finally, there was discussion and agreement to begin thinking about the process for updating the 3 year plan, which is currently operational through 2019. It appears to be time to get information from MBLC about a consultant that would position us to prepare for a pre-plan grant.

The meeting was adjourned at 8:20P on motion by Nancy, seconded by Karla, voted unanimously.

The next meeting of the Board is scheduled for Wednesday, November 7, beginning at 7:00PM in the Gilman Room. Nancy is the designated recorder for the November meeting.

Respectfully submitted,

Kevin Robert Malone