

Holliston Board of Library Trustees
Minutes of the Regular Monthly Meeting
January 2, 2019

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

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

Approval of the minutes of the November meeting with amendments was moved by Jim, seconded by Bob Ostrow, and all in favor; Nancy motioned that the December minutes be accepted as are, Bob Malone seconded, all in favor.

Director's report.

- Some activities back in library building but many elsewhere with the upper Town Hall, the Lutheran church and the Fire Station generously donating space, author Ted Reinstein will be at the Historical Society.
- A representative from the Mass Library System was here on Dec. 13. They can help with recruiting a new Children's Librarian, including the possibility of a temp to hire interim. Tracy will be here through August.
- The wireless project is complete, patrons can now access the wifi from outside the building, without a password.
- Update of building projects:
 - The new flooring is installed, the pod is now gone. A radiator was broken in the on position and the room was too hot but a plumber (Jason Green) fixed it.
 - The project fixing the collapsing roof joists is ongoing, although no work has been done in a month, portions of the library are of course still closed off for repairs. Building plans should be going to the inspector soon.
 - The air conditioning project issue with the old piping in the wall persists; Jeff Ritter, Town Administrator, will negotiate a contract to address this.
 - Nancy Baron volunteered to update the public on the building issues via an article in the Holliston Reporter (e.g., the fact that the library is open, a summary of building projects, portions of the library that are off limits).
 - Leslie is looking at the price of replacing ceiling tiles in the back conference room, perhaps with a true suspended ceiling, this could be put in our Capital budget. Alternatively, since ceiling tiles will need to be replaced on the main floor due to the joist repair she will ask if workers could use some of those tiles to fix downstairs as well.
- Plans for future building:
 - Leslie spoke to MBLC and regardless of what we decide to do regarding our future building we need a Building Program (written document of library requirements to be met by an architect). This would entail a) a functional

assessment of the present building, community demographics, community needs and then b) architectural work to prepare a schematic design to address above.

- The estimation for part a is 10K, Leslie also spoke to an architect and confirmed that they would need this initial assessment, and part b would be greater than 10K.
- Bob Malone proposed that the trustees send a formal letter (email) to the Board of Selectmen requesting quick action for the funding for the initial consulting and assessment services (part a), to also cc Jeff Ritter and Ken Szajda (Finance Committee), trustees voted unanimously to do so.
- Budget for FY 2020:
 - Leslie presented a draft budget that meets the town guidelines of a 1.5% increase to FY 2019, would include 2.5% raises. Tracy will be with us in July and August (2020 budget) + this draft included her replacement as a Step 1 @ 37.5 hrs/wk. Under the draft we would also use all our state aid.
 - However, the Trustees proposed that this budget be revised to accommodate a replacement for Tracy at a Step 2 rate, and that only 5K in state aid be applied with the remainder to be funded by the town. This budget would put us at 517,508, or \$13,916 over the guideline. This approach is consistent with the Trustees commitment to attracting the best candidate (in light of the town's comparatively low benefits), and with the policy that the town should not be using state aid as it has in the past.
- Other:
 - We need floor mat runners for the back conference room (two 15 footers) because of the carts being used for book sorting. The Trustees voted to use an estimated \$441 from the library gift fund to pay for this. Bob Ostrow motioned, Kara seconded, all in favor.
 - We also need new stackable chairs. We will approach the Friends for this purchase.
 - Library electric use has decreased over the past month, although heating has increased. This seems to coincide with when the protective plastic went up in the back for repairs.
- Nancy motioned for adjournment, Kara seconded, all in favor. Meeting ended at 9:05, next meeting at Wed, Feb 6 at 7 pm.

Respectfully submitted,

Jim Pond