

**Holliston Board of Library Trustees Minutes of the Regular Monthly Meeting
September 2, 2020**

By Zoom 990 5751 1617 passcode 3U3Ti6

Members present by roll call: Karla Alfred, Nancy Baron, Bob Malone, Bob Ostrow, Kara Peterson, Kristy Wiwczar (joined meeting late)

Staff present by roll call: Leslie McDonnell, Director

Others by remote: Yvette Cain (Holliston Reporter)

Bob Malone called the meeting to order at 7:00 pm.

Bob Malone read the statement regarding the suspension of certain provisions of the Open Meeting Law and the authorized use of remote participation. He noted that a roll call of attendance will be taken; that all votes during the meeting will be by roll call (to satisfy the legalities of teleconferencing), and that any motions, seconds, or discussion should be preceded by the member's announcing their name.

The minutes of the June 3, 2020 were reviewed and approved unanimously by roll call vote minus Kristy who had not yet joined the meeting (Bob O. moved, Karla seconded).

The next item on the agenda was the Director's Report. The new town administrator, Travis Ahern, has visited the library and will meet with Leslie on a monthly basis. The town facilities manager, James Keast, has QR coded the library's equipment so preventative maintenance and repairs can be tracked electronically. The virtual book clubs have been going well.

The topic of fines/loan periods encompassed a great deal of the Director's Report and subsequent discussion. There is currently a 999 day grace period for fines and the library has not charged any new fines since the initial closure in March. Following CDC guidelines, all returns and delivery items from other libraries are quarantined for 72 hours, which would complicate the charging and collecting of fines. Abolishing fines had been previously discussed as annual fine revenue has been steadily decreasing, with the implementation of courtesy reminders and, more recently, automatic renewal. Currently, patrons' older accrued fines have been ignored and new ones have not been accumulating. Based on the above information, a motion was made to continue the suspension of new fines for an indefinite period of time by Karla and seconded by Nancy. A motion was also made to postpone collection of older existing fines indefinitely by Karla and seconded by Kara. Both motions passed unanimously by roll call vote (minus Kristy, who had not yet joined the meeting).

A motion was made by Karla to extend two week loans to three weeks for movies and seconded by Kara. Passed unanimously by roll call vote (minus Kristy, who had not yet joined the meeting).

The next topic of discussion was fall hours. Thus far since reopening to the public, the maximum allowed capacity has never been met/exceeded. There are patrons that have mentioned that non-week day hours (evening/weekend) are most convenient to them. As such, the hours will be returning to the traditional fall hours which include 10 am - 4 pm on Saturdays. (Kristy joined the meeting.)

Upgrading the website was the next topic of discussion. The library currently pays \$600 per year for the website. For \$825 (including the \$49 for ssl certificate), the website could be upgraded to have more "movement", scrolling banners, etc. as well as a more user-friendly content manager to allow the staff to more easily update the website. Leslie was going to get more information and examples of upgrades. The library will be ending the year with about \$7, 000 in state aid and \$10, 000 in the gift account, so the funds to upgrade the website could come from either.

The election of officers took place. Karla volunteered to remain as vice chair. Bob O. motioned that Nancy be chair and Kara seconded. Passed unanimously by roll call vote. Effective the October 7, 2020 meeting, Nancy Baron will be chair and Karla Alfred will be vice chair.

The Friends of the Library received a \$2,500 gift from the Gove family. The library has requested \$2,000 from the Friends for Hoopla (currently spending \$900 a month but will be reducing download to 4 a month per patron to reduce costs).

The rusting on the lower entrance door has been fixed and the front door has been restrained. Travis Ahern went through the building with Leslie to assess the condition of things and estimates are being collected for repainting the interior, repairing the stonework, and replacing the carpet.

Overall, everything has gone well with the reopening.

The meeting was adjourned at 7:54 pm by unanimous roll call vote (Karla motioned, Nancy seconded). The next scheduled meeting is October 7, 2020.

Respectfully submitted,
Kara Peterson