

Holliston Public Library Trustee Meeting Minutes Wed, Dec 2, 2020

Start: 7:02 pm

Attendees: Leslie McDonnell, Kara Peterson, Karla Alfred, Bob Ostrow, Bob Malone, Nancy Baron

Nancy Baron read the statement regarding the suspension of certain provisions of the Open Meeting Law and the authorized use of remote participation. She 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 discussions should be preceded by the member's announcing their name.

1. The minutes of the meeting of November 4, 2020 were approved.

Kara: 1 correction – spelling of Roberta Weiner's name. Leslie will fix.

Karla motioned to approve with the correction, Kara seconded.

Roll Call: all approved.

2. Children's Update. 144 Thanksgiving themed craft bags were distributed. These were well received.

3. Small Libraries Forum. Leslie attended the Small Libraries forum on November 15 and 17. This conference was better suited for a library of Holliston's size and she came away with many good ideas. This was better than the NEELA conference which not as well suited for our size library.

4. The One Book/One Holliston selection is *Say I'm Dead: A Family Memoir of Race, Secrets and Love* by Dolores Johnson, about growing up bi-racial in America. We will have a Zoom with the author on February 17 at 7 pm.

5. Hoopla. The staff requested and received formal training on e-books via Overdrive and Hoopla so they can better assist patrons.

6. Town Meeting will be held on Saturday, December 5 at 1 pm at the High School. Leslie is planning to attend. Repair of stonework is on the warrant, with funds coming from the community preservation fund. Carpet replacement and paint are also on the warrant, with funds coming from the Capital budget. The Quorum is 50 and town meeting might be postponed if the town's positivity rate increases further.

7. Covid Update.

- The door from Gilman to Parking Lot has been replaced and it's great. Works beautifully. Paid for by CARES Act money, because repair is due to curbside pickup so COVID related.
- Patrons are complying with mask order.

- Patrons are beginning to switching back to curbside pickup as numbers increase. Leslie will check in with staff at meeting tomorrow as to their concerns.
- Leslie will also follow up with fire chief.
- Several (5?) Covid false alarms, causing staff to be absent. All have been false alarms.

8. Heat Pump. Leslie is working with James Keast, Facilities Director, to replace the broken main Heat Pump. The backup pump, functioning poorly, will also need to be replaced at some point as well. The estimated cost is \$2500 per pump. The main pump will come out of the library budget.

9. TD Bank. No update on new owners of the TD Bank and if they will plow the parking spots behind the library or allow usage of parking. Because it's private property, the Highway Department will not plow the spots. Leslie will find the owners' contact information and reach out about the parking spots and inquire about their winter plowing plans. Bob Malone suggested looping in Travis Ahern, Town Administrator, so he is aware of the situation. Karla Alfred suggested informing Town if TD Bank won't share parking, we will need to create spaces (handicapped). Would the new owners want to sell the parking spots?

10. Cameras. Leslie will start working with Chris Meo, Director of Technology, to research and install security cameras in the library.

11. Friends Update. The Friends will not be doing the clothing drive this year.

12. Staff Updates.

- Leslie is running an ad for part time library technician to replace Michelle Milligan.
- Leslie will also run an ad for full time Children's librarian.
- Jen Carlson, interim Children's librarian, will graduate from library school at the end of the week. Jen is very interested in the full time Children's librarian position.
- Children's librarian position will move from Grade 400 to Grade 500.

13. Website. Leslie received a first draft on a website upgrade and will be working on this.

Next meeting: Wed, Jan 6, 2021

Bob Malone motioned to adjourn, Karla Peterson seconded.

Adjourned at 7:32 pm

Respectfully submitted,
Kristy Wiwczar