

# **Holliston Board of Library Trustees Minutes of the Regular Monthly Meeting September 1, 2021**

## **Agenda**

**Members present by roll call:** Karla Alfred, Bob Ostrow, Kara Peterson, Kristy Wiwczar

**Staff present by roll call:** Leslie McDonnell, Director

**Others by remote participation:** [Yvette Cain](#)

Meeting called to order at 7:06pm. This meeting was held via remote participation.

### **Minutes approval from July 27, 2021**

- One revision: Kanopy spelled with a K
- Approval of minutes with amendment motioned by Kara Peterson, seconded by Bob Ostrow. Approved unanimously.

### **Covid update:**

- Indoor mask mandate to be reinstated on Tuesday Sept. 7, 2021
- All staff tested after positive case
- Plexiglass staying in place
- In-person meetings in children's room starting back up with safety measures
- Food and drink removed from agenda

### **Hiring a Director Workshop**

- Discussion of process with many tips. Leslie has discussed process with Town Treasurer and Town Administrator.
- Travis will be on the hiring committee.
- There has been some talk of smaller libraries having trouble hiring directors.
- If necessary, Leslie can be PT after retirement (June 21, 2022)
- \$75-95,000 range for libraries our size, which is where we currently are. Holliston only pays 60% of health insurance.
- Handbook should be released in September 2021.

### **ARPA funds:**

- ARPA discusses specifically using funds for electronic library expansion. Steering group questioned if the items requested would better fit CARE funds. Chief Cassidy is looking into this. Travis Ahern has assured the funds will come from one or the other.
- RoomKeeper ordered, Kanopy on hold.

### **Processing Fees and Lost Cards:**

- HPL has charged \$1 to replace a lost library card and processing fees for when patrons provide a replacement of a lost book. These are rarely needed and time-consuming.
- Motion to cancel processing fees and lost library card fees- Karla, Kristy, unanimous

### **Hotspots:**

- Hotspots have arrived. 3 weeks, 1 renewal, 18+, Holliston residents only, no delivery. The state suggests a replacement cost of \$35. Hotspots are still working on filtering.
- Extend electronic device borrowing rules to Hotspot - Karla, Kara, unanimous

**Bob Malone's Resignation, effective Aug 21, 2021:**

- Process: Holliston registered voters may apply to the Trustees and Travis. Joint appointment by Trustees and Select Board.
- Bob recommends asking the Newcomers for support, to look at finding people from our small circle. Leslie will contact Newcomers, Aesop's Fable, and post the opening on the Library's page.
- Karla will follow up with Liz Greendale about the appointing process.

**Friends Update:**

- Friends purchased a new lighting fixture for the library. James Keast hooked them up. Friends also purchased a lock box for the Nintendo Switch, brochure holders, and gave \$2,000 towards Hoopla.

**Other Business:**

- Minor flooding that was easily mitigated. Mr. Handyman found leaves, roofing materials, and a few dead critters that they cleared out. The window well has been dug out to clear the drain at the bottom. Total cost was \$1100.
- HS asked for space for a chalk mural. Leslie feels the library is not a great venue.
- Holliston Dental has painted parking spaces that potentially block the library space.
  - The Planning Board has been notified.
  - Currently no painted handicap spot.
  - Half the parking lot remains unpainted.
- Updated rotation of minute taking as follows:
  - Sept. 1, 2021- Karla
  - Oct.- Kara
  - Nov.- Nancy
  - Dec.- Bob O.
  - Jan.- Kristy
  - Feb. - NEW
  - Mar.- Karla
  - Apr.- Kara
  - May- Bob O.
  - June- Kristy

**Motion to adjourn at 8:22pm made by [Kristy Wiwczar](#), seconded by [Kara Peterson](#). Unanimous approval.**

Next meeting will be held October 6, 2021.