Holliston Public Library Trustees meeting
Wednesday, Feb 2, 2022, at 7 pm

Members in attendance: Kristy Wiwczar, Kara Peterson, Karla Alfred, Bob Ostrow, Nancy Baron, Gwenyth Swain

Staff in attendance: Leslie McDonnell

Others by Remote Participation: None attending

Meeting held via remote participation.

Karla Alfred read the required Open Meeting notice re virtual meetings.
Meeting was called to order at 7:04 pm and Roll Call taken.

1. Approval of minutes from Jan. 5, 2022
Motion to approve Jan. 5, 2022, meeting minutes made by Karla Alfred
Seconded by Kara Peterson
Approved unanimously

2. Covid update
Director Leslie McConnell gave a brief Covid update. Staff are well, and a cleaning company continues to spray after hours.

The previous townwide mask mandate (begun 1/6/22) for businesses and town offices has now become an advisory. Town bodies can choose to extend their mandates, and the Senior Center and Youth and Family Services have done so. Because the library serves young children who cannot or are not yet vaccinated and because patrons have shown a great willingness to comply with the mandate, Leslie asked if the Board would consider leaving the current mandate in place, to be reassessed at the next meeting.

Motion to retain the mask mandate at the Holliston Public Library at least through March 2, 2022, made by Nancy Baron.
Seconded by Kara Peterson.
Approved unanimously

3. Planning for hiring a director

Leslie expects to give the necessary information to Kathleen Buckley very soon so the opening can be advertised. Jen Carlson, current head of Children's Services, has expressed her intention to apply for the position.

4. FY '23 budget

Leslie submitted FY '23 budget (approved by the board at the 1/5/22 meeting) to Travis Ahern and gave the board some updates.

- The proposed budget item for the Director Salary of $100K to account for Leslie's salary until retirement, the salary for the new director and any overlap was discussed and remains unchanged.
- All expenses went up except for postage and the phone.
- Due to that increase in expenses, the budget item expenditure for books rose, books being a percentage of the overall budget.
- Travis suggested that ARPA (American Rescue Plan Act) funding might be used to help offset increasing costs. The library has used the $5K to expand ebook content and other services that allow the public to access library materials and services remotely during the pandemic. It was determined that the current use fulfilled the intent of the act.
- Our meeting with Fin Com is March 1, 2022.

5. Update on LSTA grant application

Jen Carlson and Leslie have nearly completed a draft proposal, due February 15, for a federal Library Services and Technology Act (LSTA) grant. If approved the grant, titled "Mind in the Making: Engaging Young Children in Interactive Learning and Doing," would bring $10K to the library, allowing for an expanded play area and refurbishment of existing educational play materials for young children.

6. Update to Open Meeting Law

Leslie shared with the board an advisory to members of public bodies regarding a recent decision by the Division of Open Government (DOG). In that decision on 12/22/21 the DOG determined that members of a select board who attended a council on aging meeting and were numerous enough to constitute a quorum, violated the Open Meeting Law by speaking at the meeting without first posting notice, even though the members DID NOT communicate between or among themselves. This ruling doesn't apply to Town Meeting. The recommended way to avoid being in violation of the Open Meeting Law is to always treat gatherings of multiple board members (potentially a quorum) as meetings and post notice in advance and record minutes.

7. Friends update
The Friends are doing well in spite of the lack of fundraising opportunities during the ongoing pandemic. They received several generous gifts recently and funded additional nonfiction works, a new label maker, and storytime supplies.

8. Other business
Leslie will find out whether James Keast, Director of Facilities, will now be in charge of the Library's Capital Improvement Plan (CIP).

Adjournment 7:58
Motion to adjourn made by Kristy Wiwczar
Seconded by Nancy Baron
Approved unanimously

Next meeting: Wed, Mar 2, 2022

Respectfully submitted,
Gwenyth Swain
February 3, 2022