

**Holliston Public Library Trustees meeting
Wednesday, September 7, 2022 at 7 pm**

Members in attendance: Karla Alfred, Kara Peterson, Gwenyth Swain, Kristy Wiwczar, Mareourn “Bo” Yai

Members not in attendance: Nancy Baron

Staff in attendance: Deric Wilson, Tammy Page

Others by Remote Participation: Yvette Cain, Dora, jbjrconroy, and one other, not named

Meeting held via remote participation.

Karla Alfred read the required Open Meeting notice re virtual meetings.
Meeting was called to order at 7:03PM and Roll Call taken.

1. Approval of minutes from July 27, 2022

Motion to approve July 27, 2022, meeting minutes without changes made by Gwenyth Swain

Seconded by Kara Peterson

Approved unanimously

2. Staff Update

Director Deric Wilson gave a brief update on hiring new staff. Two staff vacancies for part-time library technicians have been filled, with Georgianna already working and Kate to start in the week of September 12.

3. Library Schedule and Fall Hours

Director Deric Wilson reported that he had surveyed staff regarding Saturday hours, which traditionally change to 10AM-4PM in the fall from the summer Saturday hours of 10AM-2PM. Staff voiced support for maintaining the 10AM-2PM hours through the rest of the year, as the shorter shifts are easier to fill. Overall library hours would not be impacted, since the hiring of new staff will allow the library to again be open on Monday, Tuesday, and Wednesday evenings until 8PM. In some specific cases, such as during the Holiday Stroll, Saturday hours could be adjusted as needed. As proposed by the director, Library hours would be as follows:

Monday 10-8

Tuesday 10-8
Wednesday 10-8
Thursday 10-6
Friday 10-6
Saturday 10-2
Sunday Closed

*Motion to approve these hours made by Kristy Wiwczar.
Seconded by Kara Peterson
Approved unanimously*

4. Policy Review

As per the Board's previous suggestion, Deric brought forward two current library policies for updating and reviewing. The first outlined the policy for allowing patrons to check out library materials. Current policy allows patrons who have forgotten a library card to check out materials using valid ID only once, with a card required for succeeding checkouts. An amended and updated policy was drafted as follows:

Library Card Use Policy

Patrons wishing to take out materials must present a valid library card each time. This is to protect our patron's privacy and confidentiality and to ensure speedy and accurate record keeping. At the discretion of staff, proper identification can be used in place of the card. The card should be presented on the next visit. If needed the patron can request a replacement card or create a digital card on the Minuteman app.

*Motion to approve the revised Library Use Card Policy made by Kara Peterson.
Seconded by Kristy Wiwczar
Approved unanimously*

Discussion followed on amending and updating the policy on picking up reserves (items requested by patrons and placed on the reserve or hold shelf prior to checkout). The current policy states that should a patron ask another person to retrieve items on reserve, that person is not required to present the patron's valid library card. This would seem to be at odds with the policy on library card use and several solutions were suggested. Since library staff would be impacted by any change, the board asked Deric to get feedback from staff and also from Minuteman on possible solutions. Amending and updating the policy will be revisited at the next regularly scheduled board meeting.

6. Fall Programming Update

Deric reported that he had received the budget for programming from the Friends of the Holliston Library. He will be seeking suggestions for titles for the annual One Book, One Holliston program from a committee of Friends. Deric has received a few requests

to host programs from outside the library that would potentially be funded by cultural arts council grants.

Deric also outlined a newly formed conglomeration of smaller libraries that are purchasing live zoom author visits, in a package of about 3 visits per month. Such a visit series could attract better known authors than Holliston and other small libraries could afford to invite acting on their own. It would allow the library to use technology funded under the CARES Act. Karla was receptive to the idea, encouraging Deric to involve the public schools and Parks and Recreation in any programming aimed at young adult or children's audiences. Kara asked if the expenditure on the year-long subscription would preclude any other programming. Deric indicated that if approved by the Friends, the zoom visits would use all of the programming budget, but that he was optimistic that Friends would still fund other popular programming, such as cooking and jewelry making.

Deric said that the library plays host to a variety of book clubs. Library staff always order books for book club members and sometimes provide both leadership of the clubs and assistance with zoom links for remote participation. Deric is not sure that the Mystery Book Club can continue being staff-led. The previous library director led this daytime club and has since been hosting it via a town zoom link. Karla shared concerns from a current Mystery Book Club member who is unhappy to see the club ending. After some discussion, Deric said he will poll staff to see if anyone wants to carry on as the club leader. Otherwise the club would be encouraged to continue meeting in the conference room using a member's zoom link to help those who wish to participate remotely.

Movies on Mondays will continue after a September break due to the support of a passionate group of regular attendees. Deric will pick movies with input from that group.

7. Other Business

-Karla reported that MPLCP (Massachusetts Public Library Construction Program) the state grant cycle for planning and construction of library facilities is reopening this fall after a long pause. Karla suggested that the construction grant process be added to the agenda going forward and indicated that she would forward her communications with Andrea Bunker, the library building specialist at the Massachusetts Board of Library Commissioners. Karla will also meet with Travis Ahern, Town Administrator, in order to find out how to best prepare for the upcoming grant cycle and application process.

-Deric Wilson will be submitting the Librarian's Report along with a report from Children's Librarian Jen Carlson to board members via email.

-Deric will talk to staff about scheduling around the Christmas and New Year's holidays and report back at the next meeting. Since both holidays take place on a Sunday, when the library is closed, the library will be closed on the preceding Saturdays. An additional closure will likely take place, either on the preceding Friday or the following Monday, with input from staff.

8. Next Meeting

The next monthly meeting will take place on October 12, 2022. Unless there is a change statewide, the meeting will take place via remote participation.

Adjournment

Motion to adjourn made by Kristy Wiwczar

Seconded by Kara Peterson.

Approved unanimously at 8:41PM

Next monthly meeting: Wed, October 12, 2022 at 7:00PM

Respectfully submitted,

Gwenyth Swain, September 11, 2022