

**Holliston Public Library Trustees meeting
Wednesday, October 19, 2022, at 7 pm**

Members in attendance: Karla Alfred, Kara Peterson, Gwenyth Swain, Kristy Wiwczar, Mareoun Bo Yai, Nancy Baron

Members not in attendance:

Staff in attendance: Deric Wilson

Others by Remote Participation: none

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 September 7, 2022

Motion to approve September 7, 2022, meeting minutes without changes made by Kristy Wiwczar

Seconded by Kara Peterson

Approved unanimously

2. Staff update

Reporting format works for everyone

Jenna Carlson submitted a report on events that happened in September.

Craft Kids, In-Person Events and Professional Activities

3. Director's Report

Code of Conduct – Reactions: Feedback for code of conduct

Feasibility Study - Updates. One citizen was concerned about the study. Town Administrator informed that the study to understand it. We will be updated as things progress.

Additional Town Meeting Updates

Policy Updates: Picking Up Reserves Policy. Staff reaction to changes in policy for picking up holds for others. Staff agrees to allow transition phase into the policy that will allow for others can pick up other's books. The language will be determined at that point. Is there a policy on the age limit to be able to pick up for another patron?

For example: Per the school committee age limit to opt in for medical records 12 years of age.

Schedule for November and December days closed: Staff was asked regarding the same days off per Town Hall holidays. Deric will ask the staff based on the conditions in place.

Kristy, referenced that Lesley the previous director cannot be closed for more than 3 days due to issues such as book drop. We need to check if there is a policy in place for more than 3 days not open.

4. Friends Update

Deric met with head of Library Trustees. Some issue regarding wiring to potentially get faster/upgraded internet. This will be further explored since we would all benefit from faster speeds. Network sharing. We had to close that day, for 20 minutes due to power outage.

Should we make a policy for power outages? After 40 minutes of outage, then one must make a personal call to either close or not. We need to determine if this will be a policy for the future since snow closures will also be an issue.

New Program- Deric, signed us up through a Friends program that allows us special access to author talks.

Kara, noted that we need to update the streaming splash page via HCAT that is likely outdated and promote the author talks via the HCAT recordings

One Book One Holliston- This month "Travels of George," by Nathaniel Philbrook. Next meeting with Friends of Holliston and we will get the book before the thanksgiving break. We will have 25 copies for the OBOH.

Adult graphic novels- where to place it? Since the collection is small. For now, it will be in the new collections held at the desk. Received one complaint regarding new collection.

Gwyneth, do we have a spine label that shows that the item is clearly shown it's a graphic novel?

Nancy, we can check what other libraries do for graphic novel. Deric, has seen the color coding systems that can be catalogued from yellow, orange, red as an example.

Friends of the Library- Has offered to replace the copy machine. We will then provide a wireless printer/copier for patrons. We would will have a thank you plaque for the donation in memory. Printer is in route to the library.

6. Other Business

Job Corp Demo #2 – Held on Wednesday, October 18. There was zero in attendance. What is a Job Corp? There will be another one and we are not certain of the expectation for turnout. We may need to get clarity on what they need from us to promote for better attendance.

Phone-line automated messaging is corrected but not easily done and had to have a work around but not easy way of changing directly. People have complained that when our off hours does not go anywhere. Our phone system does not work after hours even after 1 minute the system is not flexible at the moment.

Beginners at the library – Monday October 24, 6pm
Online Author Talk with Kate Quinn- Tuesday October 25, 7pm
FOL Meeting – November 1, 7pm
Movie Monday – November 17, 12:30pm

Adjournment

Motion to adjourn made by Kara Peterson

Seconded by Kristy Wiwczar.

Approved unanimously at 7:45PM

Next meeting: Wed, November 2, 2022 at 7:00PM

Respectfully submitted,
Mareoun Bo Yai, 2022