

Holliston Board of Library Trustees Minutes – Jan. 4, 2023

Attendees: Karla Alfred, Nancy Baron, Kara Peterson, Gwyneth Swain, Mareoun Bo Yai, Library Director Deric Wilson, James Keast, Andrea Bono-Bunker, Jen Keen, Tammy Page, Dora Messana, Yvette Cain

Karla Alfred called the meeting to order at 7:06 pm.

Karla read the statement regarding the suspension of certain provisions of the Open Meeting Law and the authorized use or 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 discussion should be preceded by the member's announcing their name.

Andrea Bono-Bunker an MBLC Building Specialist joined the meeting to give Trustees an overview of the steps required and general timeline for an application for a Building Program Grant.

Two documents needed for an application: a Building Condition Assessment, (already completed) and a Building Program--a letter from an architect outlining the projected needs of the community over the next 30 years and the services required to meet those needs. The Building Program should be approached as if there were no existing building. Consideration of community needs, financial needs and physical plant needs would inform any future architectural plans.

Karla asked about eligibility of buildings that are shared spaces. Andrea explained that funding might be available under those circumstances but only for those parts of a building that are dedicated to library use. Kristy asked about routine maintenance, Andrea stressed that a history of good care is an important element of consideration—this is what the Building Condition Assessment covers.

Andrea also mentioned that other grant opportunities may be available to Holliston as a Green Community, or through the Mass Cultural Council.

Rough timeline:

Winter/Spring 2023 - grant cycle announcement

End of April 2023 - letter of intent submission due

May 2024 – Formal application due. (A Town representative would have to attend some workshops to help inform the process. Also, Spring 2024 Town Meeting must approve the application and vote to appropriate funding for planning and design.)

Summer 2024-Fall 2025 – Planning and design

Fall 2025 - Competitive review process conducted by review team

Spring 2026 – Approval, if successful, followed by TM vote to seek local funding

2026 – 2027 – Construction planning (takes about a year).

2027 or 2028 – Groundbreaking

Program notice to be released Feb 2023. This would cover 50% of planning and design costs up to a ceiling sum.

If grant application is not successful, a feasibility study could still go forward with an eye to future grant cycles. However, lacking grant funding the Town would have to allocate funds for this.

Karla asked about the requirement to provide two potential sites for consideration. Andrea confirmed this, saying that the needs assessment would dictate which of two proposed sites would be best to pursue in the view of the MBLC. She added that it gets complicated—who owns the building? Who owns the land it's on? Purchase of land might be covered by grant under certain circumstances. James Keast confirms that the Town owns our library building and will check on the land ownership.

Andrea noted that updated regulations should be posted soon. These will include a comprehensive overview.

RFP (Request for Proposal) discussion followed, as to whether we should proceed as planned. James Keast pointed out that \$12K has already been allocated for this study, which would result in quotes from three potential contractors. Deric said that we have several consultants as possibilities to help us put together RFP. Consultant could help us to identify a possible second site, among other things. Karla suggested that if a new building were considered it might be shared with the Senior Center, the schools or others.

Director's Report

- Amy has returned from sick leave.
- Staff received normal step raises on the first of the year.
- Deric is working on the budget.
- *Dungeons & Dragons* – Deric had the Friends pay for five sessions, parents of participants agreed to pay facilitator to extend the program and Deric allowed them to continue in the library in violation of meeting room policy. Deric apologized for the oversight. The general sense from the Trustees was that paid programs cannot be allowed. Karla suggested that the group move to the Parks & Rec building.
- *Lion's Club* – Deric was approached by the Lion's to provide space for a wall plaque honoring a new community service award. Trustees skeptical of allowing a non-library plaque to be installed but Deric will ask for more information from the Lions.
- *Hot Spot Policy* – Trustees agree to continue to have borrowers sign an agreement outlining their responsibilities. Policy was updated to excise references to filtering for children and of funding sources for hot spots. Gwentyth motions to update policy with these amendments, Kristy seconds. Vote to approve unanimous.
- *Book delivery* – Deric has given a building key to the book delivery person. Discussion followed regarding who should be given such access. As Town is rolling out a town-wide electronic key system this issue appears to be moot.
- *Mystery Book Club* - Nancy asked if something could be done to accommodate this club which has lost its library affiliation and zoom access in recent months. Deric agreed to look into it.
- *Other business* – Gwentyth asked if Deric had checked on the possibility of our using parking in the lot across the street. He had not but said he will investigate. James Keast added that 22 parking spots will be built on Green St. by summer.

Nancy motioned to adjourn, Kara seconded. All in favor. Adjournment at 9:22. Next meeting Feb. 1, 2023 at 7pm.

Submitted by:
Nancy Baron