

Holliston Board of Library Trustees Minutes
Wednesday, May 10, 2023 at 7 pm

Trustees in Attendance: Karla Alfred, Nancy Baron, Kara Peterson, Gwenyth Swain, Kristy Wiwczar, Mareourn “Bo” Yai

Staff Present: Deric Wilson- director, Dora

Karla Alfred called the meeting to order at 7:04 pm

Karla read the statement regarding the suspension of certain provisions of the Open Meeting Law and the authorized use of 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.

Roll call taken.

1. Approval of minutes from April 5, 2023

Nancy requested a slight change in the paragraph regarding the discussion of the inclement weather policy to reflect that except in situations of extremely bad weather, the director should be in the library if the library is open.

Motion to approve with changes: Nancy Baron

Seconded by: Kristy Wiwczar

Approved: Unanimously

2. Reading of Letter into Record from Town Administrator

Karla read into record a letter from town administrator Travis Ahern regarding comments made during the April 5 meeting by a board member regarding staff “morale”. The letter stated that all scheduling, communication, and any other complaints that have been made have been addressed with human resources and the town administrator. Any further questions regarding any such issues should be directed to human resources (ATA-HR@holliston.k12.ma.us) or the town administrator’s office. Soliciting library staff feedback, if needed, should only be done in consultation with human resources and the library director. All trustees were reminded that all questions/comments/complaints regarding staff/director should be addressed with human resources and board chair.

3. Director’s Report

Online author talks continue to be well-attended, as well as the One-Up games program. The YA Manga book club is off to a good start, with 3 attendees, and Jen K./Deric are continuing to improve the YA Anime collection and looking into the possibility of acquiring a dedicated Roku with Anime streaming service Crunchyroll for patrons to borrow. Deric has been working with the department heads to improve staff communication via meetings but it is hard to get the entire staff together for one meeting because of the number of part time staff members and budget/staffing hours constraints. For now, there are separate monthly meetings for circulation

and childrens. Perhaps we should adjust the Professional Development budget line for the next budget to include hours to allow for full staff meetings as well as various Professional Development workshops/classes for the entire staff, in consultation with town hr. Deric also mentioned that our library consortium, the Minuteman Network, is exploring the possibility of adopting a new ILS (integrated library system) and if it does so, staff would require training on the new system which would require more staff/professional development hours to budget for that training. The library's proposed budget has passed recommendation from the finance committee and now just needs to pass vote at town meeting on May 15. Deric reported a recent "challenge" about an outdated ASL (American Sign Language) book and ordered an updated edition. In addition to the current programming offerings, there will be an in-person water color class offered in October that is being funded by a Cultural Council Grant. Bo will also be working with Deric to start a mahjong class/club for beginners. As part of an update to all municipal buildings, the library has received outdoor security cameras and will eventually receive electronic door locks/key fobs. The Friends would like to help sponsor a refillable water bottle station and we might be eligible for ARPA funding to offset the cost. There is also the possibility of using State Aid. Author Ronny Le Blanc of The Travel Channel's "Expedition Bigfoot" will be speaking at the library May 30th.

4. Building Grants and Needs Assessment Update

We only received one proposal, from Mary Braney.

Motion to accept the proposal from Mary Braney: Kristy Wiwczar

Seconded: Nancy Baron

Approved unanimously

5. Policy Discussion Update

Deric has contacted other libraries and most haven't had any major book challenges. Overall, our challenge policy aligns with many others and is very reasonable.

The Inclement Weather Policy discussed at previous meetings is in alignment with other town buildings weather policies and requires no further edits.

Motion to approve Inclement Weather Policy: Kristy Wiwczar

Seconded: Kara Peterson

Approved unanimously

6. Summer Hours and Holiday Closings

Summer hours (Memorial Day to Labor Day)- Saturday is the busiest day, so keep current hours of 10 am - 2 pm and reduce hours on Thursday and Friday to 10 am - 5 pm

Veteran's Day is Saturday, November 11, so the library will be closed Friday, November 10th (to align with other municipal buildings) and Saturday, November 11th

Christmas/New Year's- close the library on Saturday, December 23rd (in addition to being closed Sunday, December 24th, and Monday, December 25th) and Saturday, December 30th (in addition to being closed Sunday, December 31st, and Monday, January 1st)

Motion to approve the summer and holiday hours: Nancy Baron
Seconded: Kara Peterson
Approved Unanimously

7. Meeting Frequency

Trustees and Deric discussed and decided to continue to meet monthly during the summer instead of taking the traditional summer break of no monthly meetings during July and August. It was also discussed and decided to maintain our current once monthly meeting and add additional meetings as needed as the grant process progresses.

8. Other Business

Kristy had questions about staff meetings. Deric informed of 3 meetings a month (one each with professional, circulation, and childrens) with some staff being at multiple meetings. Email updates are also sent as needed.

Director Visibility- Deric has stopped by several of the programs and is planning on implementing a monthly or bimonthly open coffee hour for anyone (patrons or staff) interested to meet and discuss any comments/concerns with him

Holliston's Strategic Plan- requesting participation from library trustees, patrons, and staff.

Paper copies of the questionnaire are available at the library and will be linked on the library website.

Accessibility- Gwenyth asked Deric about the library building questionnaire/assessment and if he had thought of reaching out to disabled patrons/neurodivergent patrons/parents of either to get their input for the assessment. Karla recommended contacting Holliston SEPAC (special education parent advisory council) for input.

Staff appreciation dinner on May 4th was well-attended by almost all members of the staff

Celebrate Holliston Citizen of the Year nomination box will not be located at the library this year but there will be a QR code posted for patrons to cast their nomination.

The next meeting will be June 7th at 7 pm in the lower level conference room at the Holliston Public Library.

Motion to adjourn: Nancy Baron

Seconded: Kristy Wiwczar

Approved unanimously.

Karla adjourned the meeting at 8:56 pm.

Respectfully submitted,
Kara Peterson