

Holliston Board of Library Trustees Minutes of September 6, 2023

Members present: Karla Alfred, Kara Peterson, Kristy Wiwczar, Mareoun Bo Yai, Gwenyth Swain

Also present: Deric Wilson, Director

Not Present: Nancy Baron

Karla Alfred called the meeting to order at 7:04 pm and read the statement regarding the suspension of certain provisions of the Open Meeting Law and the authorized use of remote participation. A roll call of attendance was taken.

1. Approval of minutes from August 2, 2023 meeting.

Edits as follows in the paragraph Focus Group Updates, the second to last sentence is changed from *“Two potential sites must be named (DPW site and Flagg site), in order of preference.”* to: *“Two potential sites must be named (current library site and DPW site or Flagg site), in order of preference.”*

~~about timeline for public input. Mary aims to map these up by the end of September. She will reconvene with Trustees sometime around November. Two potential sites must be named (current library site and DPW site and or Flagg site), in order of preference. Deadline for the next portion of the Building Plan application is May 31~~

Moved to accept minutes as amended: Kara Peterson

Seconded: Kristy Wiwczar

Vote: All in favor.

2. Director's Report

August was quiet. Three Focus Groups were conducted. General feedback includes: Like the location, but concerned about building issues.

Friends focus group:

- want to host events but hesitant to use the library space because of lack of space.
- don't like parking, but don't want to disenfranchise anyone.
- like the community cross space. Like to have cross sectional interaction (age groups must interact in each other's space).
- More space for the kids.

Surveys feedback: larger collection and more space for it. Per Deric, based on our size, we have 65% of the space we need for the collection.

The Water Bottle filling station is in without sacrificing any book space. It's in the lower level foyer. Suggestion: offer a water bottle with friends logo.

3. Children's Librarian Hiring Panel

Jen Carlson departed for a position in Sherborn. Job posting was posted a week ago. Resumes are expected by 9/13. Town Hall offered to have a Trustee sit on the hiring panel. Staff member, Cheryl, Deric, and a Trustee would do a round table with the resumes. Second round interviews would be conducted if appropriate. A Trustee would only be involved in the round table. Let Deric know if you're interested by Monday 9/11 and cc Karla. It will be at Town Hall. A part-time tech position has also been posted, with many resumes submitted.

Kara inquired about covering the Children's Desk hours. Per Deric, this is under control with no big hiccups so far. Redundancy is built in, so it's covered. He'll jump on the desk as needed. Vacations will need to be covered. Do we have subs to pull from? If need to, we can go the route of hiring a long term temp if hiring does not pan out quickly. MLB can help find someone via Bibliotemps.

Training of new Children's Librarian will be handled by Deric (supervisory training) and the great assistants on staff (day to day duties). Jen put together a document for reference. Staff have volunteered for story time, Deric has covered one as well. He's hoping the new person will bring in some new ideas.

Programming is booked out through November. Kara inquired, if a replacement isn't hired soon, will someone be looking at programming? Deric: yes, he'll continue booking with the programming in place (ex. Music and Movement). Passive programs and existing programs are expected to continue. Staff are offering to help. He wants to keep the success of the Children's Room programming. Thanks to Jen for ensuring continuity.

4. Building Open Policy Review: Minimum Staffing Policy

Change policy title from **Minimal** to **Minimum**.

Karla read current policy, which was approved on Feb. 24, 1998.

Deric: wanted to reiterate commitment to have 3 staff in the building at all times. Past practice has been not to close if only 2 people are in the building for 30 min – 1 hour. The idea here is to make it clear what will happen if there isn't enough staff.

Karla: Why the suggestion of 2 hours as the threshold for the policy? That's how long it takes Deric to get to the library. But if this happens at 6:30, then won't have to close immediately, but the building would close early.

The goal of the policy is to have the option to close the library if needed. Deric wants staff to feel safe and supported and not cause a problem for patrons and wants a buffer to allow someone time to get to the library.

Suggested language: If another staff person is contacted within 30 minutes and determined if they can come back to the building within X time. This would be done in consultation with the director, if available. We want to have a specific enough policy to give staff authority to close.

Karla, Deric and a staff member will work on the language. Gwenyth suggested language to the effect of: first consult with Director, then senior staff. Deric will get input from Staff and HR.

Current procedure for staff absences during the day: phone/text Deric if they are out or leaving and email. If they are leaving during the day, they will talk to the Supervisor and Deric. Deric has reviewed this procedure with them. Supervisors requested text since they don't check emails.

Gwen: ask other local libraries if they have subs they go to regularly. Millis, Ashland, etc. Deric will talk to local directors about their Minimum Staffing policies.

Discussion of past sleepovers in the library where just one staff person was there. Parents were also there. Discussion of including Trustees and volunteers in the policy to allow the building to stay open. Kristy did not it was a good idea to add volunteers to the policy.

Anyone added to the policy would need to be CORI'd first (Any town CORI is applicable).

Take Aways

- Enumerate steps
- Time frame (30 min – 2 hours)
- Talk to Directors: find out the physical configuration and exits/entrances.
- Talk to town
- Trustees to be cori'd
- Substitutes for vacations and known absences would also help with the 3 in the building issue.

5. Other Business

- a. Celebrate Holliston is scheduled for Sept. 23. The Parade route will impact library egress and general activity in the library. Parade is scheduled for 8:30 – 10 am.
- b. Also noted: May 23 is the townwide Float Parade.
- c. Gwenyth advised the board that she will be submitting her resignation. She was advised to write an official letter stating her resignation. Submit it to Liz Greendale, Deric and Karla. She will resign after the next meeting.

To appoint a new Trustee, we would do a joint appointment with the Town Administrator. We can bring the Town our preferred candidate. We vote to approve them first, then the candidate would go to the Select Board with Karla and be voted on there. In the alternative, we can all vote at the Select Board meeting. The term will end in May 2024 for a 2 year term.

- d. Bo inquired about a contact on the Friends. Someone reached out to her regarding a donation. Deric will make the connection.

6. Conclusion

Motion to adjourn the meeting made by Kara Peterson, seconded by Gwenyth Swain. Roll call voted and passed unanimously.

Meeting adjourned at 8:12 pm.

Next scheduled meeting: October 4, 2023 at 7 pm (remote)

Respectfully submitted,
Kristy Wiwczar