

## Holliston Board of Library Trustees Minutes of the Regular Monthly Meeting January 10, 2024

**Members present by roll call:** Karla Alfred, Nancy Baron, Bob McGrath, Kara Peterson, Kristy Wiwczar

**Staff present by roll call:** Deric Wilson, director

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.

### **Approval of Minutes**

Approval of meeting minutes from 11/1/2023 meeting postponed to next meeting as they need to be amended/retyped

Approval of meeting minutes from 11/6/2023 meeting

- motion to approve made by Nancy, seconded by Kara; passed unanimously, Bob abstained

Approval of meeting minutes from 12/6/2023 meeting

- motion to approve made by Bob, seconded by Nancy; passed unanimously, Kara abstained

### **Director's Report**

As of January 9th, all repairs and upgrades to the lower level entrance door are complete. Staff training on ASPEN (which is replacing ENCORE in the Minuteman catalog/website) went well. It was very productive to have all staff attend at the same time. Deric is requesting \$500 in the FY25 budget for staff development and hopes to have staff training sessions 3-4 times a year. The book for OneBookOneHolliston is "The World According to Garp" by John Irving. The movie and the John Irving author talk will both be shown (movie- February 8th, author talk- February 12th).

### **Policy Discussion**

Building Use Policy

A few grammatical changes needed

- in second sentence of opening paragraph, insert "available" between "meeting space" and "in order" so that it reads, in part, "The Library makes meeting space available in order to provide..."
- In section 10, part B, delete second dash so that it reads "for-profit end users"

Motion to approve as amended made by Kristy, seconded by Karla; passed unanimously

### Children Left Unattended Policy

Current policy "Children attending Third Grade, or above, may be in the library unattended. Children not yet attending Third grade may not be left unattended." Voted May 31, 2003

There have been several instances recently of unattended children being left until after both early (5 pm) and late (8 pm) closing times. Staff have stayed until they were picked up because they don't want to leave children alone but they also don't/can't receive overtime for that extra time spent waiting after close. Deric spoke to Chief Stone and was told that staff can immediately contact the police if children are left unattended at closing time. Staff and trustees would like to amend policy to include specifics regarding pick up required before closing time and if children are left after closing time, the police will be called. Nancy was going to work on typing up a draft of the potential new policy to discuss and potentially vote on at the next meeting.

### **FY25 Budget**

Deric has prepared the FY25 budget and it currently comes in just below the 2.5% increase guideline set forth by town hall, at a 2.18% increase. Row 14 "TAMI" is a state requirement that 15% of the budget must be used for patron use (books, lending materials, Rokus, museum passes, databases, etc.) and should increase 2.5% each year but may be less if there was a larger increase in previous years. Staff turnover helped keep staffing budget within/below guideline because now staff come in at a lower step. Deric said the communication line might increase based on Minuteman Network fees and director salary might increase based on performance review and potential raise.

- motion to approve and send budget to Finance Committee for review made by Bob, seconded by Nancy; passed unanimously

### **Space Use Draft**

Deric suggests that the Library use state aid to rearrange Circulation/Tech Services according to the suggestions made by Mary Braney in the space use report, which would make the main floor more functional for both patrons and staff and more open and welcoming. The estimated cost is \$10,000, with the biggest expense being a new circulation desk and wiring, as most other furniture can be reused. Deric will put together a more detailed plan with cost, timeline, logistics, etc. to present at the next meeting.

### **Other Business**

Discussion of Director's performance review.

- motion to approve the Director's Composite Evaluation for Performance December 2022-December 2023 with minor grammatical/formatting changes as discussed made by Kristy, seconded by Karla; passed unanimously
- Suggestions made to discuss changes to how the director's performance review is composed next year

Next meeting: February 7 at 7 pm in the lower level meeting room

Motion to adjourn made by Karla, seconded by Kristy; passed unanimously. Meeting adjourned at 9:29 pm.

Respectfully submitted,  
Kara Peterson