

Minutes of Holliston Public Library Board of Trustees Meeting – February 17, 2016

Present: Phil Waterman, Jim Pond, Bill Heuer, Pat Fuller. Also present Leslie McDonnell, Library Director.

Pat moved to accept the minutes as amended from the meeting of January 21, 2016. Phil seconded, all in favor.

Highlights of Children's Room Report –

The drop-in playgroup on Friday mornings was very successful; the Lego Club continues to be very popular (35 attending).

Librarian's Report

1. Events –

- a. The Birds of Massachusetts meeting with Peter Christoph was very successful (40 attended). Leslie noted that events related to outdoor activities generally do well.
- b. We have sold 12 tickets already for Lego Fest tickets.
- c. Leslie is using all available means for publicizing these events (bookmarks, local media, HCAT, etc.)

2. Long Range Plan –

- a. Leslie is gaining ideas from participating on the Minuteman planning committee, including having done SOAR exercises with them.
- b. The committee for our planning is still being gathered. Jen will call the National Honor Society again for youth participants. We also may be looking to fill a focus group of people with young children.
- c. Leslie is reading plans of other libraries (i.e., Bellingham) and will send out to the trustees for viewing. There are also newer plans on the Mass Library system site.
- d. Bill volunteered to help with surveys; Jim volunteered to be a trustee on the committee.
- e. The process will entail – Meeting 1, orientation and a SOAR exercise; Meeting 2 where our consultant (Christie Chadwick) will assist with visioning and drafting of goals; Meeting 3, developing a survey, reviewing it and wrapping up.
- f. Next steps – a date was decided for the SOAR, March 28 at 7 pm. We will need the committee organized prior to this meeting since they will be participants, also Bill suggested we extend an invitation to people who may want to attend one time.

- 3. FY '17 Budget** – Leslie's presentation to FinCom on Jan 16 went well, reports that FinCom did not have a lot of questions.

4. **Fire Alarm** - the contractor came on Feb 1, was here for 3 days and all is done except the ADA strobe light components. Leslie was shown how to silence the system if there is an outage.
5. **Elevator** – the elevator door closure mechanism broke, has been fixed but payment still needs to be made. This may require reserve funds.
6. **Heating System** - The master and slave are working together now.
7. **Trust Fund Discussion** – Leslie presented a summary of the library’s trust funds and the balance amounts for each. Many of them are constrained to the purchase of books only, but Leslie encouraged the Trustees to spend from others for library needs. After some discussion, Phil made a motion that the library spend up to \$400 from appropriate trust funds for the purpose of purchasing technology components such as USB cables, chargers, other devices and for purchasing carpet runners for the ground floor. Pat seconded, all in favor.
8. **Circulation** – audio and e-book checkouts continue to rapidly rise, as are large type; music CDs are falling rapidly.
9. **Friends Update** – Volunteer appreciation party next month, Lego Fest on March 5.
10. **Other** - Bill suggested we start planning for future computer expenses and address them within the capital budget.

Next Meeting: March 16 at 7pm in the Gilman Room.

Jim motioned to adjourn, Pat seconded. All in favor.

Respectfully submitted,

Jim Pond