

**Holliston Public Library Board of Trustees  
Minutes from September 13, 2017 meeting**

**Present:** Bob Malone, Jim Pond, Bob Ostrow, Nancy Baron, Bill Heuer, and Leslie McDonnell, Library Director

**Minutes:** Minutes from the September 6, 2017 and August 8, 2017 meeting were approved without amendment unanimously.

**Director's Report:**

- The request for funds for the Library A/C and roof repair has gone forward, hopefully we will be able to do this in the Fall.
- Town participation in the state Green Communities grants has given the library LED lighting that we should receive soon, will be around the main desk.
- Trustee By-laws discussion:
  - Leslie sent us a link to MBLC info on Trustee By-Laws (she believes we have never had by-laws)
  - Bob Malone handed out a draft of Holliston Library By-Laws
  - Nancy suggested we all review the draft and vote on it next meeting
  - Leslie suggested the by-laws cover trustees who miss too many meetings (looks like it is in the draft, we need to review)
  - Other items for possible inclusion: trusts, grants

**Friends Update:**

- Money for duplicates of best sellers, more Kindle books, and after school program

**Other:**

- An employee has a serious illness and has run out of sick leave, currently is using vacation time and could next request the town sick bank (the limit on that is 15 days), this would carry the employee to the end of the year. The employee is eligible for retirement.
- Leslie received notice from MBLC of a meeting 9/25 at the Cary Memorial Library in Lexington to learn about the dos and don'ts of winning ballot questions and running capital campaign fundraising. Cary is also newly renovated, has some interesting features including flexible floor spaces, collaborative spaces. Leslie will ask their library about us doing a road trip to them.
- Chris is coming from the tech department, the router for wireless works but some areas (e.g., Gilman room) need a stronger signal.
- Bill led a discussion about shifting some of the Friends funding of library costs back into the town budget where it should be funded.
- Trustees discussed facilities funding in general for the library and specifically the idea that the town should have a Facilities Manager with an umbrella facilities budget. A "Capital Improvement Committee" idea is being circulated in town

**Next Meeting Date:** Wednesday, October 11, 2017

**Adjournment:** Nancy motioned to adjourn; Jim seconded; all in favor. Meeting adjourned at 8:27pm

Respectfully submitted, Jim Pond