

Holliston Board of Library Trustees  
Minutes of the Regular Monthly Meeting  
May 6, 2020  
By Zoom 892 2417 8734 passcode 13579

Members Present by roll call: Karla Alfred, Nancy Baron, Bob Malone, Bob Ostrow, Kara Peterson, Kristy Wiwczar

Staff Present by roll call : Leslie McDonnell, Director

Others by remote: Chris Meo, Chris Cain (Holliston Reporter)

Bob Malone called the meeting to order at 7:00PM.

Bob Malone read the statement regarding the suspension of certain provisions of the Open Meeting Law and the authorized use of remote participation. He 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.

The minutes of the meeting of March 4, 2020 were reviewed and approved unanimously by roll call vote (Karla moved, Nancy seconded). There was no April meeting of the Trustees.

Leslie will offer the Children's Room report next month. She then reported on library activity. Staff is working with safety in mind, but the public is not allowed entry. Certain staff activities are still being conducted, such as training and space reorganization. Hoopla download has increased. Certain state certification requirements and measures have been modified due to the current crisis. Once guidelines are received, plans will be made for re-opening to the public. Safety shields will be installed, and the automatic checkouts will be re-located.

Leslie then presented and discussed a revised FY21 budget, in accordance with the new Finance Committee guidelines that a zero increase budget be prepared. Staff hours were protected, and required step increases recognized. The budget was reduced to the FY20 level and will require use of some of the state funding. The revised zero increase budget was approved unanimously by roll call vote (Bob O. moved, Karla seconded).

The next item was review and discussion of the Long Range Plan 2021 – 2025 prepared by the consultant with a committee of patrons and staff.\* There was some discussion surrounding several of the objectives, as to practicality and achievability. It was decided that the objectives of the plan reflected the aspirations of participants and contributors and should be reflected in the final document. Nancy will work with Leslie to incorporate an introduction paragraph for the document. The Long Range Plan 2021 – 2025 and timeline for execution was approved unanimously by roll call vote (Kara moved, Nancy seconded).

The next item on the agenda was the review of the (Youth Services) Space Study completed by consultant Mary Braney. There was consensus that the study should simply be titled "Space Study" and will be corrected. Then followed discussion of the order of the various sections. It was agreed that, while the content appeared appropriate, that the impact of the study would benefit from a reordering of the various sections. Leslie will prepare a revised order of the sections based on Trustee input and suggestions, and will provide it to members for review as quickly as possible. There was a motion by Karla to accept the content of the report, with reordering as discussed. Kara seconded, and there was unanimous approval by roll call vote.

Bob Malone introduced discussion of the Director's evaluation, which had been previously provided to the Trustees. There was brief discussion of the process used to prepare the evaluation, to be continued at a future time. After universal affirmation of the positive results of the evaluation, it was voted unanimously (Bob O. moved, Kara seconded) by roll call to approve the evaluation and forward it to the Town Administrator and Select Board.

With no other business to come before the Board and no public comment, it was voted to adjourn (Nancy moved, Kara seconded) by roll call vote at 8:55PM.

The next meeting of the Board is scheduled for June 3, format to be decided. Nancy is scheduled to be the recorder.

Respectfully submitted,

Kevin Robert Malone  
May 8, 2020

\*Committee members:

Hilary Bresnahan, Patron  
Ed Foss, Patron  
Bill Heuer, Friend of the Library  
Lisa Jobe, Patron  
Jennifer Keen, Assistant Library Director  
Gregory Lamb, Patron  
Kiki Landsdale, Patron  
Leslie McDonnell, Library Director  
Leslie Negri, Citizen Representative, Patron  
Gwenyth Swain, Patron

Kristy Wiwczar, Patron  
Mary Braney, Library Consultant, *ex officio*