

Holliston Board of Library Trustees
Minutes of the Special Monthly Meeting
July 12, 2018

Members Present: Karla Alfred, Nancy Baron, Bob Malone, Bob Ostrow, Kara Peterson
Staff Present: Leslie McDonnell, Director; Tracy Alexander

With a quorum present, Bob M. called the meeting to order at 7:00PM.

The minutes of the meeting of June 6, 2018 were approved by unanimous voice vote (Bob O. moved, Karla seconded).

Leslie began discussion of the proposal to add shelving for the Children's area. The meeting moved to the Children's Room to walk through the actual proposed placement of new shelving and review the quotation in hand from Tucker Library Interiors LLC.

The proposal to add 2 units of shelving with end caps to the area now occupied by a table and chairs in the Children's Room was discussed. The quotation for this proposal – net, delivered and assembled – is for \$1,986.70.

Also reviewed was the proposal to add adjustable-shelf units to the lobby/entrance area to the downstairs. The quotation for this proposal – net, delivered and assembled/installed – is for \$2,434.90. There was confusion regarding this portion of the proposal, with several members pointing out that the quantity quoted and the drawing indicating placement of shelving were not consistent.

Also discussed was the source of funding that might be available if we were to move ahead with some or all of the shelving proposals. It was noted that the gift fund currently has a balance of approximately \$9,131, including approximately \$1,028 remaining of a donation specifically for shelving made by Tracy and her husband. There will also be monies available in the state aid fund due to the fact that at present only approximately \$7,000 of the grant total of \$16,000 is committed.

The proposal for two units of shelving for the Children's Room, per the quote of \$1,986.70, was approved by unanimous vote (Karla moved, Nancy seconded). The funding for this will be from the gift fund.

It was decided that Leslie will ask Tucker Library Interiors LLC to re-bid the proposal for adjustable-shelving for the lobby/entryway for 6 units without end caps, as originally drawn on proposal documents. The Board voted unanimously (Karla moved, Kara seconded) to allow approval of a revised quote as described up to the amount of \$2,700, if jointly approved by Leslie and Bob Malone. The funding will come from the state aid account.

Under other business, Leslie reported briefly on progress with the roof. Things are moving along well. Bob M. distributed a draft schedule of meetings and recorders for review by the members, to be finalized at the September meeting. There will be a need to change the proposed December 5 meeting, with suggestions to be made then.

The Director's annual review has been completed by outgoing Chair Bob O., and has been reviewed by Leslie and Bob jointly, and by members of the Board. All are in agreement with the review, and the Board voted unanimously (Nancy moved, Karla seconded) to accept the review and forward a copy to Jeff Ritter, Town Administrator. The Board noted not only it's agreement with the results of the review, but offered thanks to Leslie for her very professional, positive, and effective leadership.

The next meeting of the Board will be September 5, 2018. Karla is scheduled to be the recorder.

The meeting was adjourned at 7:58PM on voice vote (Nancy moved, Bob O. seconded).

Respectfully submitted,

Kevin Robert Malone
July 13, 2018