

Holliston Board of Library Trustees
Minutes of the Regular Monthly Meeting
January 8, 2020

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

Staff Present: Leslie McDonnell, Director

Others Present: Yvette Cain, Holliston Reporter

Bob Malone called the meeting to order at 7:03PM. A quorum was present.

The minutes of the meeting of December 4, 2019 were reviewed and approved unanimously by voice vote (Nancy moved, Kara seconded).

Leslie presented the Children's Room report. Things continue to go well under the direction of Jen Carlson, Children's Librarian, and Leslie cited her enthusiasm and creativity. Attendance is growing for the Lego Club, the drop-in play group, and story time. Jen is committed to trying new activities and programs for children and families.

Leslie next presented the Director's report. Highlighted items included: hosting The Opioid Project, a collection of works of art with audio about the effects of the epidemic on families; the Garden Club decorated the library for Christmas and conducted their annual ornament workshop for children; there was a display of kaleidoscopic photos by Kira Seamon in the Gilman Room; a film will be shown every Monday in January and February, which is particularly appreciated by seniors; automatic book renewal will begin January 1; the new director of the Minuteman Library Network, Phil McNulty, visited on December 20 (the first time a Minuteman Director has visited the Holliston Library); Chris Meo has provided Leslie a device to alert here if there is a power outage in the building; and the fire alarm system has been updated with direct monitoring.

Leslie then reported on progress with the planning process. The survey is published, available in the library and on the library web site, and will be distributed with the town census in the spring. When results are available the tasks will be to collate and summarize the responses, and then form a committee to develop objectives and outcomes based on the primary findings.

The next item for review and discussion was the budget proposal for FY2021 (July 1, 2020 to June 30, 2021). Leslie was able to construct a budget within the 1% increment guidelines, but at a cost of utilizing a greater amount of state aid expected to be available, and modest decreases or level funding in several line items.

Personnel expense included a 1% increase for the Director position, and all staff budgeted at the same hours as present at the required personnel step levels. There was in fact a small savings in library aides expense due to new staff starting at the beginning step levels. Also discussed was the acquisition budget which will be 16% of the overall budget to keep our state certification plus \$ 3000 to cover the McNaughton book lease.

Routine maintenance and repair is budgeted at approximately the same level as last year, with the understanding that extraordinary and unexpected repairs would require action by the Finance Committee.

The budget, and town appropriation to be requested for FY2021, as presented was approved unanimously by voice vote (Karla moved Nancy seconded). It meets the guideline set by the Finance Committee.

Regarding an update on Friends of the Library activities, Leslie reported on several initiatives under consideration.

The next meeting of the Board will be Wednesday, February 5, 2020. Nancy will chair the meeting in Bob M.'s absence. Bob O. will be the recorder (switching with Nancy for February/March).

The meeting was adjourned on voice vote at 8:20PM (Kara moved, Nancy seconded).

Respectfully submitted,

Kevin Robert Malone
January 10, 2020