

Holbrook Public Library
Board of Trustees Meeting Minutes
Monday, October 20 · 6:00pm

In Attendance:

Amy Mills, Chairperson
Susan Murray, Treasurer
Kerry Sullivan, Secretary
Katherine (Kate) Gomes, Library Director
Shane Indeglia, Asst Library Director

- 1) Amy called the meeting to order at 6:03
- 2) Amy motioned to approve the previous meeting's minutes at 6:06, Sue seconded, unanimously approved
- 3) No citizens were present for tonight's meeting.
- 4) Last Month in Review: Statistics and Reports from Library Staff
 - a) Video game use is increasing (just started tracking in July)
 - b) Wi-Fi count is climbing
 - c) Patron Count still super high (despite previous Sept #s)
 - d) Lots of holds being placed and filled
 - e) Children's book numbers and Patron Card numbers went up
 - i) Reminders and bills went out – these hadn't gone out since Ann and Jan were last working at the library!
 - f) Museum pass numbers went down a bit, but that is as anticipated since kids returned to school.
 - g) Jason and Kate took a look at the numbers and they are almost back to or exceeding the same numbers as before covid
- 5) Ongoing Business
 - a) Update on Actions taken at Previous Board Meetings
 - i) Institutional borrowing privileges have been put into place throughout the whole OCLN network.
 - ii) Staff noted that our Borrowing Policy needed small tweaks to include food replacement needs to be nonperishable and not expired. Sue motioned to approve the policy as now written with Amy & Kerry seconding. Motion unanimously approved.
 - b) Building
 - i) Board of Selectmen decided that HVAC proposal needs to go to a full town meeting warrant. All 3 buildings will be put together as 1 motion instead of separating them.
 - ii) Bob came in while it was raining and watched the water fall and deduced that it is most likely coming from the roof/ceiling. He asked the Capital Planning board for \$80,000 to replace the rotting wood that is falling apart and they gave their approval to add it to the Town Meeting Warrant.
 - iii) Contractors came in to check out elevator water levels and want to do a ground water survey and have GeoTechnical Landscape done during the winter so that we can assess the situation. We should have the funds in our Capital Planning account
 - iv) Kate has been talking to a library building layout expert and would like to move forward with this consultation to help reorganize our space. Want to think of new ideas for bathroom & exit signage, line-of-site for the staff desks. Provides furniture recommendations, ADA compliant and otherly-abled chairs/tables. Cost would be around \$8,000. Want new building but need to be practical and use space we're in wisely.

- c) Budget
 - i) Received Mass Humanities Grant \$, ARSL Garden Grant, MIT grant (for incorporating science into larger events like the block party) funding as well.
 - ii) Vince has been doing well documenting everything and they are paying things on time
 - iii) Utilities are on track so far (let's check back in April on this!)
 - iv) Garden grant still has some money within it – staff plan to do some grab & go in the spring.
- d) Updates from Friends of the Holbrook Library and Holbrook Library Foundation
 - i) Friends are looking to do some recruitment fundraisers to increase their numbers.
- e) Staff
 - i) Kate:
 - (1) Attended so many meetings this month to make sure that the Holbrook Library has a presence in the greater Library community.
 - (a) OCLN Members council to vote for ILS
 - (b) MLA Conference Committee
 - (c) SEMLA Leadership Meeting
 - (d) Fall Garden Cleanup Program
 - (e) Select Board Meeting
 - (i) Wanted to tell them about Voices & Votes
 - (ii) Bob presented them with proposals from HVAC companies he has had come in and look at the buildings. Only 1 company gave a proposal, 2 wanted to do more studies.
 - (f) Capital Planning Meeting
 - (i) Bob presented plan for \$80,000 to fix the crawl space that has been taken over by mold and fungi growing. Has brought through 2 groups of engineers to look at water leaking in “Mushroom Room” and the Elevator shaft
 - ii) Shane:
 - (1) Website updates going live shortly
 - (2) Conducting a survey online for Winter Computer with Catherine
 - (3) Voting exhibit going on starts November 1st
 - (4) Volunteered to join the ILS Transition Committee – goal to be fully transitioned by 7/1/26
 - (5) Met with electrician to install ring cameras covering all 4 entrances of the building
 - (6) Attending meeting for exploring partnerships options to apply for new device lending through Mass Broadband Institute
 - iii) Steph: been out sick
 - iv) Jason:
 - (1) Patron count is up, student patrons are visiting after school
 - v) Jess:
 - (1) Ordering books like crazy
 - (2) YA novels re-labeling/recataloging project
 - (3) Attended Open House for JFK with Melanie and enjoying seeing families she signed up come in
 - (4) Created bookmarks and fliers promoting our new service Comics Plus, which offers digital comic books and manga for all ages
 - vi) Catherine:
 - (1) Running a program with Ronny LeBlanc from the Travel Channel next month
 - (2) Arrange for Blake Dinius to come back

- (3) Hosting 1-1 English conversations with patrons who are looking for ESL - making reservations for each patron
 - (4) Working on getting rid of items that are in the server rooms: old newspapers, historical documents
 - vii) Gina: No Response
 - viii) Patty:
 - (1) Had a great time at the ARSL Conference with Gina
 - (2) Created invitations and sent them out for the Ribbon Cutting Ceremony for Voices and Votes (Senator Keenan and the director of the MLBC will be attending!)
 - (3) Holbrook Animal Ambassador election is going strong. There have been 11 candidates and over 75 voters in just the first 2.5 days!
 - ix) Vince:
 - (1) Met with Director of Hanover's Library to have a tour and see their building, took photos and they are planning on composing a report for Kate & Shane.
 - x) Melanie did a shelf check for lost items, helped print and mail bills to patrons (which hadn't been done since July 2022!)
 - xi) Tracey: Has been working on fall displays for circulation desk.
- 6) New Business
- a) Policy Discussion and Potential Vote
 - i) Organization Cards & Contracts procedures discussed and adjusted with Trustees
 - b) Strategic Plan Update
 - i) Sue offered to join the Strategic Planning board with Kate, Shane, Steph, a teen patron and an adult patron.
 - c) Assistant Director MOA
 - i) Kerry motions to approve at 7:36, Sue seconds and it was unanimously approved
 - d) Next meeting date and time were set for November 10th at 6pm
- 7) Amy motioned to adjourn meeting at 7:38, unanimously approved.