

HPL Board of Trustees Meeting

Monday, July 20, 2026

In Attendance:

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

1. Call to Order – 6:05pm AM motioned, SM 2nd and all approved
2. Approval of minutes – No current minutes due to Kerry's broken computer
3. Citizen's Comments – no citizens present
4. Last Month in Review: Statistics and Reports from Library Staff
 - a. AWE Computer use is 440 for the month of June
 - b. Books by mail has had 366 books sent out for the year so far
 - c. 3,495 website hits for the month of June
 - d. 2,930 patrons into the library this month
 - e. 223 people attended events for the month
 - f. Open to suggestions to new museum passes for the year
 - g. Possibly expanding the Hoopla budget because there is a generous book budget this year
5. Ongoing Business
 - a. Building
 - i. Flooding from the Hot Water heating that was fixed and StephCo came in for remediation
 - ii. New Acs work so well that staff are commenting that it is cold!
 - b. Budget
 - i. New fiscal year budget just opened – things are going great
 - c. Updates from Friends of the Holbrook Library and Holbrook Library Foundation
 - i. Discussion on Friends & Foundation will be had in Executive Session
 - d. Staff
 - i. Kate:
 1. Meetings:
 - a. Sustainable Libraries Initiatives Cohort = Kate will focus on disaster preparedness and create a new plan for the library which hasn't been updated in close to 30 years
 - b. OCLN Members Council
 - c. MLS Executive Session
 - d. Met with Holbrook Rotary
 2. Activities:
 - a. Was on vacation last week!
 - b. Met with a representative from Anywhere Active
 - c. Attended two training sessions for the State's new data collection software for our annual reports
 - ii. Shane:
 1. Finishing up summer computer series
 2. Working on ARIS training to work on Stats
 3. Looked into setting up a fitness database
 4. Finalizing the draft for our new Strategic Plan
 - iii. Steph:
 1. Working on summer reading
 - iv. Gina:

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1. Working on summer reading
- v. Jason:
 1. Had a great time at the 250th event – 507 people were in the library that day!
 2. Tons of summer reading sign-ups being done
- vi. Jess:
 1. Spent time at the COA for a book swap and met some of the patrons who receive books-by-mail!
 2. Working on collection development tasks
- vii. Catherine:
 1. Finishing up summer computer classes with Shane
- viii. Patty:
 1. Working on programing for fall
- ix. Vince:
 1. Closed out last fiscal year. We are in great shape for the new fiscal year.
 2. Passed all eight training sessions via My Training - KnowBe4.
- x. Tracey & Melanie
 1. Tons of sign-ups for the Summer Reading Program
- e. Other:
 1. Eggs have arrived and Catherine candled them and it looks like they all have veins and will grown into chicks!
 2. Hope and Comfort has selected us to be a distribution partner and we will be able to supplement our Necessities cabinet with those!
 3. Assisted DPW and Town Administrators' Office with a state grant to improve Sumner Field; site visit with a representative from the state next week
6. New Business
 - a. Job description review
 1. Motion to approve the staff descriptions as posted by AM at 6:50p. SM 2nd and all approved
 - b. Admin salary discussion
 - i. Need to review staff salary, permission granted for Ken to review and update
 - c. Future contract negotiations pursuant to Part 1 Title 12 Chapter 78 Section 32 of the General Law
 - i. Select Board wants to take a more active role in the negotiations of the union and Directors but they don't have the authority to own those negotiations
 - d. Executive Session: 7:02p started & 7:21 ended
 - e. Next meeting date and time: August 17th @ 6pm
7. Adjournment - AM Motion to adjourn @ 7:21pm, SM 2nd and all approved