

HPL Board of Trustees Meeting

Monday, May 11, 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 – 6:06pm – AM motioned, SM 2nd, all in favor
2. Approval of minutes – 6:08 – discussion on how KS left the strategic planning line empty but it was suggested to keep it in versus removing it. Decided to keep it in as it was pulled from the agenda and spoken about briefly
3. Citizen's Comments – no citizens present
4. Last Month in Review: Statistics and Reports from Library Staff
 - a. TONS of copying being done – 1600 so far this fiscal year
 - b. Nintendo switch being used regularly – 60x so far this fiscal year
 - c. Books by Mail is doing awesome – 37 people in April
 - d. Over 250 questions asked to the Circulation desk this month
 - e. Close to 500 people attended the 22 events that were hosted this month
 - f. OCLN migration messed up the book numbers so we're not going to look closely there
 - g. We're through the worst of the system migration and now things will start to look differently
5. Ongoing Business
 - a. Building
 - i. Need to replace the Sump Pump - paid for out of Flooding Capital Funds
 - ii. Bob received quotes for our fixing our gutters (inadequate for the building in the first place!) and patching our roof (had gutter people look at it for a 2nd opinion) - this will be paid for with the roof/HVAC capital funds
 - b. Budget
 - i. Town Meeting is 5/27 – we've received full support from Fin Com for most of our requests
 - ii. Coming down to the end of the fiscal year so making sure that everything is getting spent
 - c. Updates from Friends of the Holbrook Library and Holbrook Library Foundation
 - i. Foundation
 1. Email communication with Foundation members has been strained
 - a. Situations have been addressed by Kate between the Foundation Board member. Things are in flux right now
 - ii. Friends
 1. Meeting coming up June 3rd
 2. Have a Spring Basket out right now
 3. Tabling at all the big events that they can get out to
 - d. Staff
 - i. Kate:
 1. Meetings
 - a. Attended the Strategic Planning Meeting
 - b. Select Board
 - i. Emailed Trustees about the meeting, check that out
 - c. MLS Executive Board

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- i. IMLS funding seems to have stabilized and that should trickle down to the state level so things look good there
 2. Working with Union on updating all the staff job descriptions
 - a. Created Jessica's, updates made to Vince, the Borrow Services Assistant and Jason's
 - b. Next priority is the Adult Services Librarian
- ii. Shane:
 1. Almost exclusively focused on the migration to Evergreen (GO LIVE date was 4/30)
 - a. Constant contact with OCLN and central site to figure everything out – it's been a challenge but we anticipate it to be a great system once all the bugs are flushed out
 2. Assisted with Earth Day
 3. Meetings for upcoming events: Pride, Pet Day, Summer Reading, July 2)
 4. Met with Kate & Vince about budgeting and purchasing
 5. Attended Strategic Planning
- iii. Steph:
 1. Booking summer reading and working on prizes
- iv. Gina:
 1. Working very hard on the Gardening programming
 - a. Tending the side yard and wants to move
 2. Tending the worm farm
- v. Jason:
 1. Made it through April and through the migration!
 2. Workroom is finally redone and it's nice to be back upstairs and out of the pitt/dungeon(!)
- vi. Jess:
 1. Busy with migration things
 2. Finalizing carts to spend all the book budget
- vii. Catherine:
 1. Attended the Space Consortium Gala and handed out lots of business cards to make connections
 2. Received a grant to earn Library Paraprofessional Certificate!
 - a. 4 Classes to complete the certificate
- viii. Patty:
 1. Received a grant to earn Library Paraprofessional Certificate!
 - a. Received grant through Mass Library System
 2. Received \$15,000 grant from the Association Rural and Small Libraries – going to use towards
 - a. Landscaping – self seeding pollinator plants for Bees
 - b. Side yard where all the water run-off goes for plants that can go there
- ix. Vince:
 1. Tons of accounting going on – moving money around to make sure that everything is balanced – need to spend \$114,531 under Books, Periodicals & Materials
 2. Finished Cyber and Everygreen trainings
- x. Tracey:

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1. Helping fill holds for Patrons
 2. Adjusting to Evergreen
- xi. Melanie:
 1. Adjusting to Evergreen and showing new things she has learned
 2. Filling so many holds for the patrons
- e. Other:
 - i. Incredible Earth Day! So many patrons came – Sue did a presentation too!
 - ii. Remember these dates, folks:
 1. June 6th – Pride – 11a-2p
 2. July 2nd – 5-7:30p Independence Day/America's 250th
 - a. Evening Party with Food trucks, face painting, different demographics (geared toward COA to get in through there so that we can have community see the COA) by placing the children's crafts in the COA
 3. August 8th – Block Party – 11a-2p
 - iii. Celebration Committee and account established for these kinds of events so that the money does not need to come out of the Library's budget (which would affect the Books budget)
 1. Trying to get a jump on these type of events so that we can get to planning the events that have been discussed with Holbrook Town Administrator
 - iv. Summer Reading Kickoff is June 20th – kicking it off with a Magician! (Great for all ages!)
 1. Buying prizes this week
 2. Staff has already got their swag and shirts
6. New Business
 - a. Policy Discussion and Potential Vote
 - i. Updated Circulation Policy (Borrowing Policy)
 1. Changes due to Evergreen so that whole OCLN network has same borrowing periods
 - a. Three weeks for most things
 - i. DVD & Videogames went to 3 weeks
 2. All items will auto-renew for up to 2 renewals with the exception of Library of Things, Museum passes and Lucky Day books
 - ii. Updated Technology Policy
 1. Needed to gain some control on the things being asked of the staff with regards to technology and also have some rules in place for when patrons sign up for (extremely requested) tech classes and no-show
 - a. Adding in request that if patrons need more than 15 minutes of help, they need to book an appointment
 - b. No-Show policy for appointments/classes added
 - c. Staff cannot help set up new devices (do not want to have access to personal accounts or bank/money)
 - i. Will help downloading apps that are applicable to library usage: eg: hoopla / libby
 - d. Grammar mistakes cleaned up and removed items that were previously addressed
 - b. Strategic Plan Update

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- i. Excited about creating format and getting into the nitty gritty of the plan
 - ii. Happy to be putting it all together
 - iii. Facility (“Environment”) will be a focus also since it impacts everyone
 - c. Foundation Meeting tomorrow – Kate & Shane were invited, Sue will try and attend also
 - d. Next meeting date and time: June 8th at 6p
7. Adjournment - 7:20, AM motioned, KS/SM 2nd – all in favor!