

HOLLIS SOCIAL LIBRARY
BOARD OF TRUSTEES
HOLLIS SOCIAL LIBRARY MEETING
AUGUST 19TH, 2014

Trustees present: Bob Bartis, Stephanie Stack, Amy Kellner, Don MacMillan,

1. Meeting called to order at 7:00 pm.
2. Motion made to enter Non-Public session at 7:01 pm to address personnel issues.
3. Non-Public session concluded at 7:08 pm. Motion made and approved to seal minutes of Non-Public session.
4. Motion made to enter Public session at 7:09 pm.
5. Status of Director's degree/coursework - The Board received an email from the Director on August 15th indicating that the degree is not yet completed and several steps remain for the special project/thesis to be finalized.
6. Hollis Parks Project – The Board reviewed concepts and estimates for creating a walkway area adjacent to the parking lot and creating a safety barrier between the parking lot and existing park area. The Board approved proceeding with the renovations in conjunction with the Hollis Parks Project. The Board approved allocating up to \$10,000 for the project: \$3,500 from the required annual Pearl Rideout Trust disbursement and up to \$6,500 from the Library Gifts & Donations Reserves. Trustee Don MacMillan will oversee this project and monitor the spending in conjunction with Treasurer Stephanie Stack.
7. Review of staff hours/assignments – In response to it's request of a new flowchart from Lucinda for a breakdown of hours by staff person to determine which employee will be accepting additional hours on a week to week basis, the Board received a document narrating the hours/days each employee currently works, likes/dislikes about their roles, whether they are interested in additional hours, as well as requests for additional hires (Assistant Children's Librarian and Bookkeeper). There are 3 current employees (Susan, Adi, and Francesca) interested in taking on additional hours. The Board determined that Cindy should work with these employees to cover the necessary hours. The Board will also encourage Cindy to consider using volunteers as needed.
8. Meeting adjourned at 7:30 pm.

Respectfully submitted,
Amy Kellner
Acting Secretary