

**Hudson Public Library  
Board of Library Trustees Minutes  
March 16, 2023 at 4:30 PM**

Present: Tom Desmond, Chris Capobianco, Mary McCormack, Aileen Sanchez-Himes, and Lisa Aucoin.  
Meeting called to order at 4:32 PM.

**MINUTES:** February 16, 2023 minutes reviewed and approved. *Motion to accept by Mr. Desmond, seconded by Ms. McCormack.*

**REPORTS/DISCUSSIONS**

Communications & Publicity - February's program publicity and March's BookPage were received. Trustees were impressed by Murf and the towers built during a children's STEM program. Staff will photograph and promote adult library programs. Promoting Library awareness to the Executive Assistant and Select Board was discussed.

Expenditures - There is a deficit for water/sewer expenses. No other major issues noted.

Statistics - Statistics were reviewed. Adult outreach increased due to visits with ESOL students at the Hudson Maynard Adult Learning Center. General information and library card applications were shared.

Friends of the Hudson Public Library - The Friends expect the PayPal donate button to give to the FHPL to be ready by Tuesday, March 21. Friends bylaws updates are in progress. The revised Friends brochure will be uploaded to the Library website. The Friends next book sale is May 6. Book donations will be accepted soon. Monthly employee acknowledgments will be sponsored by the Friends. The Friends voted to spend \$3000 towards this year's Summer Experience programs. They are looking into doing a Hudson Yart Sale in June.

Director's Report - Budget: The Library's FY24 budget meeting with the Finance Committee is rescheduled to 3/16. The Library is awaiting a revised quote from Tripi Engineering for additional structural engineering services. A request to appropriate additional ARPA funds will require Town and Select Board approval. At the next Select Board meeting, the Library seeks approval to expend \$60,000 from awarded ARPA funds to cover required pre-planning costs for construction grant eligibility. Personnel: The Select Board approved the hire of a new Circulation Library Page. A candidate has accepted the Children's Library Assistant position. Recommendation to hire this candidate will be on 3/27's Select Board meeting agenda. Children's Library Page, Cynthia MacDonald, is retiring on 4/1. Library Services: The Library will soon launch a Teen Advisory Board. The Board of Health has given the Library additional COVID-19 self-test kits to distribute to the public. Programs and Outreach: The Library and Senior Center collaborated on a program to present a documentary film and host a Q&A with the film director. The Library and Green Hudson are planning Earth Day activities for April. The Library is participating on the Hudson Cultural Alliance's program committee to support outdoor programs. The Library participated in the annual Boston Bruins PJ Drive. The Children's Room offered a volunteer-led Sign Language Storytime. Blind Date with a Book was successful during February. The BID continues to support Library programs on their digital sign. In April, the Library will participate at the Multicultural Health & Wellness Fair at Hudson High School. Library Operations: The Select Board and Internal Traffic Committee approved the relocation of accessible parking from the public parking lot to the front of the Library. New library cards will arrive in April. The publicity campaign and transition to self-service

holds will take place this spring. Building Maintenance: The Library continues to receive temporary maintenance assistance from two custodians. Another full-time custodian was approved for hire. The staff entrance is inaccessible due to the ongoing repairs in the staff kitchen and restroom. The accessible restroom has ongoing plumbing issues and is currently out of order. Facilities staff are aware of this issue. The Library posted caution signs about falling snow and ice, and signs prohibiting smoking and vaping. Inclement weather policy signs have been posted as well.

### **OLD BUSINESS**

Accessible Parking Spaces will move to the front of the building. The 15-minute space and a 2-hour space will replace the accessible parking located behind the fire station.

The Strategic Plan Draft for FY22-FY26 is in the works.

The state has revamped the Conflict of Interest training process. Aileen will check with the Town Clerk about the parts that need to be completed.

The Library will request to use existing ARPA funds allocated to the Library for further Structural Engineering services.

The transition to Self-Service Holds & Checkout is pending the arrival of the cards. The hold receipts have already changed.

Aileen and Lisa attended the initial Construction Grant Funding Training. The Town is required to allocate approximately \$60,000 for pre-planning expenses and submit a letter of intent to apply for the MBLC Construction Grant by April 28.

### **NEW BUSINESS**

Movies have been moved. Staff will weed duplicate copies of fiction material.

The Library will move towards self-service holds. Patrons may choose an alias for privacy.

### **MISCELLANEOUS**

The Annual Report to the Town is due next Friday. The Trustees received a copy of the report for review and approval.

Two potential Library Sites are needed for the Construction Grant process. The Trustees discussed possible sites in Hudson. Aileen will speak to Tom Gregory about the Construction Grant.

**NEXT MEETING:** The next meeting is on April 20, 2023 at 4:30 PM.

Meeting adjourned at 5:40 PM.

Respectfully submitted by Lisa Aucoin