

**Hudson Public Library  
Board of Library Trustees Minutes  
March 10, 2020**

Present: Tom Desmond, Chris Capobianco, Maryalice McCormack, Deborah Kane, Susan Ramsbottom, and Aileen Sanchez-Himes

Meeting called to order: 4:35 PM

**MINUTES:** February 11, 2020, minutes were reviewed and approved.

**REPORTS/DISCUSSIONS:**

Monthly/Local Communications – Reviewed and discussed.

Expenditures - Expenditures report distributed and discussed.

Statistical Report – Library statistics were reviewed and discussed. Express items have a total of 275 circulations for the month of February.

Programs, Publicity, & Outreach – Boston Bruin's Pajama Drive ends Saturday, March 14; Stuffed Animal Sleepover, March 4; Stem Workshop Series with Empow Studios, March 11, 18, & 25; Family Movie, March 21; Children's Book Club, March 26; Kids Yoga, March 28; Cozy Mysteries Book Club, March 25.

Friends of the HPL – Spring Book Sale, Sunday April 5, 2020 from 9 AM – 3 PM.

Director's Report – Staff: Currently working with the Administrative Assistant on staff scheduling and coverage; will schedule a meeting with the reference staff and new reference librarian; monthly staff meetings and individual department head meetings continue.

Professional Development: MLA Conference is May 18 – 20, 2020 in Hyannis, MA; Regional & Online OML trainings are currently offered in March and April; Children's Librarian has two yoga programs scheduled and one remaining to successfully complete certification, March 28, April 18, and TBD; Library Director has registered for an introduction to networks technology training.

Building Maintenance: Facilities and DPW remedied the Library's ongoing plumbing issues by checking the Library's plumbing leading to the Town's sewer and replacing the staff restroom's toilet; Visitor count monitoring system is installed at the Library's main entrance and batteries for all units have been replaced; Surveillance camera in William's Room was replaced; Landscaping services are currently under review.

Deadlines: Library's budget will be presented to FinCom on Thursday, March 12; Library's Annual Report is due Friday, March 13.

Library Operations – Measures to secure and implement a feasibility study continue; Adult programs are in progress; Adult summer reading committee will be established; Library budget expected to be expended by end of May with the exception of payroll; Twenty rolls of Hudson Sun microfilm are digitized and available online, years spanning from 1939 – 1976.

Personnel – Reference/Technology Librarian start date is Monday, March 23; Administrative Assistant retirement date is Friday, June 5; procedures for posting Circulation Assistant position will begin.

**OLD BUSINESS:**

Feasibility Study – Discussion is tabled.

Building Upgrades – On hold and will be discussed at a later meeting.

CPR/First Aid Training – Two FT staff completed the training; one staff member in the Children's Room and one in the Circulation Department.

Grace Whittemore Project – Photo enlargement and restoration in progress; recommendation to locate surviving relatives and plan an event to unveil the completed project.

**NEW BUSINESS:**

COVID-19 Update – Town Department Heads met to discuss employee leave time in the event an employee contracts or is exposed to the virus; Leave time memo has been shared with each department.

**MISCELLANEOUS:**

Author Programs – Exploring and hosting author programs were discussed.

**NEXT MEETING:** Next meeting is April 14, 2020, at 4:30 PM.

Meeting adjourned: 5:55 PM

Respectfully submitted by Aileen Sanchez-Himes