

**Hudson Public Library
Board of Library Trustees Minutes
September 24, 2019**

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

Meeting start time: 11:10 AM

MINUTES: August 13, 2019 minutes were read and approved.

COMMUNICATIONS: Monthly communications were reviewed.

OPERATIONS:

Expenditures 8/5/19 were distributed and discussed. Director recommends expending materials budget over a 10-month period. This practice will enable the budget to be expended by the end of May. It also enables time for the library to prepare for fiscal close throughout the month of June. State aid (LIG/MEG) funds are available for library use.

Monthly Reports - The August monthly report, newspaper articles & photos, and program flyers were distributed and discussed. It was announced that there would be modifications to fall book clubs. Staff members have generously agreed to facilitate various book clubs during September in the absence of other colleagues. The Children's Librarian and Director will lead the One Book One Hudson discussion, the Circulation Supervisor and the Director will lead Thursday morning group, and the Circulation Assistant will lead Thursday evening's club.

Statistical Report – August's report was distributed and discussed.

Programs, Publicity, & Outreach – An elder library patron, who is also a member of the Senior Center, has expressed interest in the library increasing its outreach visits to the Senior Center. Library outreach at the center is regularly scheduled for the 2nd Monday each month. Library staff will visit the center on the preceding Monday when there is a Monday holiday (e.g. Columbus Day, Veteran's Day, etc.). A member of the Thursday morning book club has expressed interest in exploring a homebound delivery service for the Town of Hudson residents. The Director will field this question to learn more about this service and which libraries participate in homebound deliveries.

OLD BUSINESS:

Library Director Appointment – Appointment of Library Director Aileen Sanchez-Himes was approved by the Board of Selectmen on Monday, July 22, 2019.

MBLC Aris Report FY20 – MBLC Aris Report is complete and has been submitted.

Advantage Preservation Project Hudson Sun – Two year increments of Hudson Sun newspapers are currently being digitized every six months.

Fire Alarm – Malfunctioning fire alarms have been replaced.

Staff Resignation – Former Assistant Children's Librarian last day was Friday, August 23, 2019.

NEW BUSINESS:

MBLC Financial Report FY20 – The MBLC Financial Report for FY20 is due Friday, October 4, 2019. MBLC is subscribing to a new platform through Baker & Taylor. Both the Admin Assistant and Tech Services Librarian have provided essential data to assist in successfully completing this report.

Assistant Children's Librarian Interviews – The interview committee has nearly completed first round interviews. Second round interviews are currently being scheduled with the goal to submit a candidate recommendation to the Town by October 10 or 11. The Library received approximately 33 – 35 submissions.

C/W MARS Updates – Hudson Public Library's fee for consortium participation will be \$36,111. At C/W MARS User's Council, concern regarding Blackstone Audio's 90-day moratorium for purchasing library content was discussed. Recommendations to boycott for 6 months, advocate in writing to reverse this change, and contacting authors and asking to oppose the Blackstone embargo.

Friends of Hudson Public Library Update – Friends of HPL received a check for \$127 from the 99 Restaurant's Dining for a Cause. Their Lobster & Meat Shoot fundraiser will take place of Saturday, September 28 at the VFW Post 1027 in Hudson. The Friends of HPL have generously donated funds to purchase Halloween treats for this year's Downtown Trick-or-Treat and materials to decorate a Christmas tree to raffle off at the Boys & Girls Club of Metrowest's Festival of Trees & Holiday Craft Fair.

Building Maintenance Updates – Electrical wires for lighting near the Reference area and stacks have deteriorated. A request to replace the lighting will be submitted to R. Girard. R. Girard has been notified in regards to a musty odor that patrons and staff have occasionally, an expired elevator certificate, plumbing issues with staff and public restrooms, and the shifting of the library's structural addition. The Children's Room door count is inconclusive due to the need to replace the door counter equipment and battery.

MISCELLANEOUS:

Holiday Hours/Early Closings - Early library closings for fall and winter pre-holidays were discussed and approved. The library will close at 5 PM for Thanksgiving Eve, 1 PM for Christmas Eve, and 2 PM for New Year's Eve.

Staff Resignation – On Friday, September 20, 2019, Reference Librarian G. Junghanss submitted her resignation notice indicating that Saturday, October 5, 2019 will be her last day of employment with the Hudson Public Library.

Meeting adjourned: 12:50 PM

NEXT MEETING: Next meeting will be October 15, 2019 at 11:00 a.m.