

**Hudson Public Library
Board of Library Trustees Minutes
October 15, 2019**

Present: Tom Desmond, Maryalice McCormack, Aileen Sanchez-Himes, Deborah Kane, and Nancy Delvecchio

Meeting start time: 11:05 AM

MINUTES: September 24, 2019 minutes were read and approved.

COMMUNICATIONS: Monthly communications were reviewed.

OPERATIONS:

Expenditures - Expenditure report for 10/15/19 was distributed and discussed. An inquiry regarding C/W MARS membership fee was raised and clarified. Annual network membership payment is due by September 1.

Monthly Reports – Clarification and a request to modify the monthly reports were proposed, discussed, and granted for next month's meeting.

Statistical Report – September's report was distributed and discussed. The decrease in circulation statistics is reflective of summer reading circulating materials coming to a close.

Programs, Publicity, & Outreach – Not discussed.

OLD BUSINESS:

MBLC Financial Report FY20 – Financial reporting to MBLC is complete. Confirmation receipt of submission has been noted.

Assistant Children's Librarian Interviews – Interviews for the Assistant Children's Librarian position are complete. The library's recommendation has been submitted and will go before the Selectmen for approval at the Selectmen's Meeting on October 21, 2019.

Building Maintenance Updates – The library is scheduled to receive its elevator certificate on Thursday, October 31, 2019. Replacement for new lighting near the Reference area and stacks was approved. Shifting of the library's structural addition continues to be monitored. Plumbing issues continue to be monitored.

NEW BUSINESS:

Fine Free Month – This year's Fine Free Month will take place from November 1 – December 20. Patrons will have their fines waived when they donate non-perishable items at the library to support the Hudson Community Food Pantry. The library's Circulation Supervisor will inquire about any specific items the pantry is seeking. FFM will be publicized in the library's newsletter, on social media, etc.

Express Collection – The library's Tech Services Librarian and Library Director will collaborate on launching an Express Collection of popular and high demand AV and print materials. The goal of the Express Collection is to provide quicker patron access to material. This collection will circulate for a shorter loan period, cannot be reserved or renewed, and will not qualify for Fine Free Fridays. The Express Collection project is scheduled to begin in November with a launch date of December 2019 or January 2020.

FY'21 Budget – The library's budget is due by the end of October. Considerations and inquiries regarding a technology budget, library positions, and Town's budget projection for the library were discussed.

Adult Services/Reference Librarian Position – The responsibilities and timeline to post this position were discussed.

Library Union Contract Ratification – Contract was ratified on Thursday, October 10, 2019 and will be voted on at the Selectmen's Meeting on October 21 and at Town Meeting on November 18.

Technology Updates & Maintenance – New computers will be purchased to replace library staff circulation computers in the Children's, Circulation, and Reference Departments. The request for a staff shared network drive and server was discussed. The Tech Services Librarian will consult with the Town's IT Staff and other technology librarians who may provide guidance. The Tech Services Librarian shared updates on a technical issue concerning Windows updates and antivirus software that prevented staff members from protecting and saving documents to their flash drives. This issue does not seem to affect public computers due to Deep Freeze software that protects PCs from unwanted changes. The management of staff and Evergreen computers was discussed. A request for consideration to have the library establish an improved partnership with the Town's IT Department and potentially oversee staff computers was introduced and discussed.

Library Security & Safety Revisions – On Saturday, October 5 the alarm system triggered in the "music room" according to Warren Security. Police confirmed that the library was secure. Contacts will be updated to include the Library Director and Trustee Chair. Library key distribution, building access, and protocol were discussed.

Building Maintenance Updates – Lighting panels near the Reference area and stacks have all been replaced to LED lighting. This upgrade will reduce the electric cost by half and recoup its savings in 5 years' time. R. Girard has been alerted to the staff entrance handrail in need of repair, the staff entrance floor expanding during cold temperatures, paint that is peeling in the stairwell opposite to the library's book return, and requests to modify elements of the Library Director's office entrance.

Staff Supervision & Person in Charge Responsibilities – Staff supervision and person in charge responsibilities were discussed.

Friends of Hudson Public Library Update – Friends of HPL raised \$3300 at this year's Lobster & Meat Shoot. The Friends of HPL Book & Bake Sale will be November 9 – 10.

Inclement Weather Opening & Closings – Library opening and closings due to inclement weather were reviewed and discussed. When the Town closes due to weather conditions, the library will close. Other closings will be determined on a case by case basis. The Library Director will work with the staff to develop a communication tree.

MISCELLANEOUS:

Grace Whittemore Letter – Hudson Historical Society's Richard Gelpke has generously offered the library a letter of communication from Andrew Carnegie's private secretary to Hudson librarian Grace Whittemore. The only request is that the letter be placed in a prominent location for all to see. Circulation Supervisor has also requested that a photograph of Grace Whittemore be enlarged and commissioned by an artist to showcase with the letter. Hudson Art & Framing's Lorene Jean also recommended that the photo be restored and enlarged by a professional photographer as an alternative.

Meeting adjourned: 12:37 PM

NEXT MEETING: Next meeting will be November 19, 2019 at 11:00 AM.