

**Hudson Public Library  
Board of Library Trustees Minutes  
November 19, 2019**

Present: Tom Desmond, Maryalice McCormack, Aileen Sanchez-Himes, Deborah Kane, and Jillian Bennett

Meeting start time: 2:00 PM

**MINUTES:** October 15, 2019 minutes were read and approved, with the minor revision of November's meeting beginning at 2 PM and not 11 AM.

**REPORTS/DISCUSSIONS:**

Monthly/Local Communications - Monthly communications were reviewed. Request to reduce printing consumables, and share one printed copy of publicity material at Trustees Meeting was approved.

Expenditures - Expenditure report for 11/18/19 was distributed and discussed. Existing library funds and accounts beyond the current budget were discussed. These funds may potentially be expended to cover costs for library needs and requests not currently in the budget; such as a consultant for a library feasibility study, microfilm reader, additional equipment, etc.

Statistical Report - Library statistics were reviewed and discussed. Recommendation to revise and report data that is significant to the MBLC, the Town of Hudson, Board of Selectmen, etc. Noticeable upticks, decreases, and trends in statistical data will be monitored.

Programs, Publicity, & Outreach - Hudson PL will participate in this year's Downton Hudson Holiday Stroll. Library staff will transform the library's fireplace into a selfie station. The Children's Room is excited to host its gingerbread house family program.

Director's Report - Staff monthly reports have been revised to highlight accomplishments, goals, problem areas and solutions, matters that are going well or need attention, requests for support, library statistics, etc. The library will partner with Better World Books to handle discarded items that do not go toward the Friends of HPL Book Sale. Tech Services is evolving and will function more as library acquisitions and collection maintenance than technology maintenance. A draft of the library's key policy has been submitted to the Trustees for review. The Children's Room officially has its new assistant librarian, Sara Moore, who started on November 2. Reference/Adult Services Librarian position has been modified to become a Reference/Technology Librarian to support the technology demands of the public. The revised job description has been submitted to the Trustees and was approved. Other positions that are in draft form are currently under review as well. Staff evaluations are in progress.

Friends of the HPL – The Friends of HPL successfully made over 8K during November's book sale.

**OLD BUSINESS:**

Building Maintenance & Issues – Elevator inspection is current. Heating pipes in staff stairwell have been remedied. Rodent pest control is currently being monitored on a monthly basis. The shifting of the library's addition will continue to be monitored.

Scarecrow Vandalism – The investigation regarding the scarecrow vandalism at Liberty Park is ongoing according to one of Hudson PD's police officers.

**NEW BUSINESS:**

Holiday Decorations – The library will adorn wreaths and candlelight again this year. Decorations are scheduled to be displayed toward the end of November or beginning of December.

Downtown Rotary Project – There will be a meeting on Wednesday, December 4, 2019 to discuss the downtown rotary project, the impact on local businesses, traffic, and the overall community. The project is scheduled to begin in late spring. The library will benefit from this project by having a flashing crosswalk for pedestrians; however, access to the library during this project may affect circulation statistics and program attendance.

**NEXT MEETING:** Next meeting will be December 17, 2019 at 11:00 AM.

Meeting adjourned at 3:37 PM.