

**Hudson Public Library
Board of Library Trustees Minutes
December 17, 2019**

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

Meeting start time: 11:15 AM

MINUTES: November 19, 2019, minutes were read and approved.

REPORTS/DISCUSSIONS:

Monthly/Local Communications – Reviewed and discussed; MBLC award letter and Hudson Community Food Pantry thank you letter distributed.

Expenditures - Expenditures report distributed and discussed.

Statistical Report – Library statistics were reviewed and discussed; the statistics reporting template is in progress.

Programs, Publicity, & Outreach – Creepy Christmas w/ Jeff Belanger had 55 in attendance; Holiday Stroll Selfie Stations attracted 53 participants, recommendation to get feedback on participants attending program; Health Department is collaborating with the Library to develop a collection that provides resources and literature regarding addiction; ESL classes are postponed until November 2020.

Friends of the HPL – Director will ask the FHPL to sponsor the Children's Room winter reads program to support Heifer International.

Director's Report – Budget: The Library received its first disbursement of state aid from the MBLC; two donations (children's books and miscellaneous gifts); recommendations for utilizing state aid and other funds were discussed and include a public color printer, microfilm reader, feasibility building study, new shelving, functional furniture in the Tavares Room, lighting for the library's book return collection space, Library of Things, and staff kitchen updates; priority is given to safety matters; the Library's budget will be voted on January 6, 2020's BoS meeting.

Staff: Director is meeting with all staff members individually, and will continue staff meetings and library department head meetings on a monthly basis.

Building Maintenance: Library addition continues to be monitored, there is sporadic elevator chirping, and a possible leak under the window near the preschool area; Ray is aware of all noted concerns.

Tech Support & Communications: Director will connect with the Town's IT Dept. to possibly create two email accounts for library business and communications.

OLD BUSINESS:

Building Maintenance & Issues – Ongoing concerns for the 1960s addition to the Library were discussed.

Job Posting – Ref/Tech Librarian job posting was discussed.

Library Services – The Library will explore homebound delivery service as suggested by a library book club member.

Library Hours and Inclement Weather – Weather related library closings and delayed openings were discussed.

NEW BUSINESS:

Professional Development – Children's Librarian will attend a yoga certification training that will enable the Library to offer mindfulness & wellness yoga activities for children; C/W MARS's Amy Constantino will provide a cataloging overview for January's staff meeting.

Board of Library Trustees 2020 Meeting Schedule – Beginning February 2020, BoLT agreed to schedule its monthly meeting on the 2nd Tuesday at 4:30 PM. January's meeting will be on the 21st at 4:30 PM.

MISCELLANEOUS:

Downtown Rotary Project – The Trustee Chair and the Library Director attended Wednesday, December 4's downtown rotary project meeting. Possibilities presented at the meeting include a crosswalk in front of the Library: button-activated flashing light; how to handle traffic; "tabled" crosswalks; how to handle traffic, staff parking (offsite); suggestion to offer library activities at satellite locations during rotary construction as to reduce the risk of low program attendance and material circulation; study to extend River Walk to Liberty Park; will changes to Library utilities be involved?

Volunteers – Recruiting and senior volunteer tax write off program were discussed.

Action and Long Range Plans – The Library's Action Plan coinciding with its Long Range Plan, was submitted to MBLC.

Library Christmas Wreaths – DPW used zip ties to hang new Christmas wreaths this season; wreaths were donated by Cabela's.

NEXT MEETING: Next meeting will be January 21, 2020, at 4:30 PM.

Meeting adjourned: 12:40 PM.

Respectfully submitted by Deborah Kane and Aileen Sanchez-Himes