

**Hudson Public Library  
Board of Library Trustees Minutes  
January 21, 2020**

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

Meeting called to order: 4:30 PM

**MINUTES:** December 17, 2019, amended 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. Stats will include SPLY when reporting library circulations.

Programs, Publicity, & Outreach – The library will host a cozy mysteries book club the 4<sup>th</sup> Wednesday of the month from 6:30 – 8 PM; adult tea program is tentatively scheduled for the end of April or beginning of May 2020; Assistant Children's Librarian, Sara, will lead a children's book club the 4<sup>th</sup> Thursday afternoon of each month for 8 – 10-year old youths; Friends of the HPL have sponsored the Children's Room Winter Reading: Read to Feed program; library hosted two U.S. Census Recruiting info sessions; the American Heritage Museum is partnering with the library to explore a library pass program; the Town's Health Department is partnering with the library to provide anonymous access to resources addressing addiction, Trustee McCormack and the Library Director will serve on HBA's Holiday Stroll 2020 Steering Committee; Library will participate in HudsonFest 2020; and results from the Library's mini survey on social media indicates that the community is pleased with all aspects of the library, however; one patron expressed that we continue to support diversity in our collections.

Friends of the HPL – Library Director will present funding and budget considerations at Friends of HPL meeting this evening at 7 PM.

Director's Report – Budget: Hudson BoS unanimously approved FY21's library budget, which includes employee grade reclassifications and the Town's MAR; Doane-Perkins Foundation donated \$2000 toward 2020's teen and children's summer reading program; Children's Dept. received an MCC grant in the amount of \$667 for a STEM program scheduled for March 2020.

Staff: Library Director met with all PT and FT library staff to discuss library operations, interests, improvements, etc.; FT staff and select PT staff attended January 8<sup>th</sup>'s staff meeting where they received a cataloging overview led by C/W MARS's Amy Constantino.

Building Maintenance: Library remains on a monthly pest control service plan. No major issues have been detected.

Tech Support & Communications: C/W MARS's E-Communications Dept. has established a generic library email for general communications. The email address is [HUDSONPUBLICLIBRARY@CWMARS.ORG](mailto:HUDSONPUBLICLIBRARY@CWMARS.ORG).

Library Operations: The library is partnering with Better World Books to manage the library's discarded materials; Express Collection debuted on Tuesday, January 14; the library will collaborate with AVRTHS on a rebranding the library's logo and print publicity; consult scheduled with Tucker Library Interiors consultant to discuss improving current library space and shelving; contacted a carpet and flooring vendor to request a consult for new carpeting on the library's main floor; tax forms orders placed; to support US Census Survey responses, the library plans to designate a laptop for library members to complete the survey in addition to providing desktop icon of the survey on public computers.

Personnel: Deadline for the Ref/Tech position is Friday, 1/24/20; scheduled interviews will take place the first week of February.

**OLD BUSINESS:**

No updates at this time.

**NEW BUSINESS:**

Conflict of Interest Summary & Online Training – The deadline to complete certification for all affected staff, volunteers, and Trustees is January 31, 2020.

**MISCELLANEOUS:**

Mooyah & Hudson Community Food Pantry – Mooyah asked the library to consider becoming a drop-off location to collect goods for Hudson's Community Food Pantry. To avoid confusion with the library's own food drive initiative with HCFP the library respectfully declined, but will suggest an alternative group for Mooyah to connect with.

Annual Report Deadline – All Town Department reports are due March 13, 2020.

**NEXT MEETING:** Next meeting is February 11, 2020, at 4:30 PM.

Meeting adjourned: 6 PM

Respectfully submitted by Aileen Sanchez-Himes