

**Hudson Public Library  
Board of Library Trustees Minutes  
February 11, 2020**

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

Meeting called to order: 4:35 PM

**MINUTES:** January 21, 2020, minutes were reviewed and approved.

**REPORTS/DISCUSSIONS:**

Monthly/Local Communications – Reviewed and discussed.

Expenditures - Expenditures report distributed and discussed. Approximately \$1300 remains in materials expenditure for adult nonfiction. Purchasing of nonfiction will be monitored.

Statistical Report – Library statistics were reviewed and discussed. Since the launch of the Express Collection, beginning January 14, 2020 through February 11, 2020, express items have a total of 120 circulations.

Programs, Publicity, & Outreach – The Cozy Corner's: Cozy Mysteries Book Club debuts Wednesday, February 26 from 6:30 – 8 PM; the Tea Leaf's tea tasting is scheduled for Tuesday, April 28 at 11AM; the Children's Dept. is preparing for 2020's Summer Reading Program, t-shirt designs will be explored; the library is hosting two fused glass workshops, 1-2 PM for preteens and 3-4 PM for teens, during school vacation week; staff are actively engaging with the community and promoting the Library via social media; the Library will participate in the Boston Bruin's Pajama Drive from February 1 through March 14, 2020, to raise awareness, staff are encouraged to wear PJs on February 14, 2020; homebound delivery service will continue to be explored in the following months; a patron inquired about the Library partnering with USPS to collect library items from residents' mailboxes, questions regarding cost and feasibility were discussed; the Library Director and Circulation Supervisor met with students from AVRTHS's Design & Visual Communications Dept. to redesign the library's logo, students will visit the Library to present their proposal at a later date; on February 3, 2020, the Library Director attended a stakeholders meeting in support of community interest to acquire the Hudson Armory, all are encourage to attend BoS meeting on February 24, 2020 to show support and encourage the Town to exercise the right to purchase the property; AVCC's Sarah Cressy met with the Library Director to discuss outreach and partnership opportunities such as the Farmer's Market and HudsonFest.

Friends of the HPL – Voted to reallocate its large print book fund to support adult programs at the Library; approved the renewal of five museum and recreation memberships, the Boston Children's Museum, MFA, EcoTarium, Davis Farmland (2 memberships), and the Roger Williams Zoo.

Director's Report – Budget: Technology budget is nearly expended; the reference staff computer will be replaced; remaining staff computers will be purchased in the next fiscal year.

Staff: Children's Assistant Librarian will attend a Multicultural Children's Lit Summit on February 28, 2020; Children's Librarian is completing requirements for yoga certification, Circulation Supervisor is researching homebound delivery services; Tech Services Librarian will update public catalog computers to Windows 10.

Building Maintenance: Children's restroom toilet overflowed and has been remedied. No other major issues have been detected.

Library Operations: The library continues to partner with Better World Books to manage the library's discarded materials; Tucker Library Interiors consultant will visit on Wednesday, February 12, 2020 to take measurements and draft a design of proposed new shelving units; monthly staff meetings continue and are regularly scheduled on the 2<sup>nd</sup> Wednesday of the month at 2 PM, next meeting is Wednesday, February 12.

Personnel: The Library's Administrative Assistant, the Town IT Department's Network and Systems Specialist, and the Library Director completed candidate interviews for the Reference/Technology Librarian position.

#### **OLD BUSINESS:**

Reference/Technology Position – The interview panel have selected a candidate for the position and will move forward with the hiring process as planned.

Scarecrow Vandalism Update – Charges will not be filed if restitution is paid to the Town within the next two months.

#### **NEW BUSINESS:**

Feasibility Study – The last feasibility study was conducted in 1999 regarding renovations to the Children's Dept. The Library Director has reviewed various architect firm websites and portfolios for consideration as consultants for the next feasibility study regarding the Library's current state and its longevity. The Trustee Chair will draft the RFP/RFQ for this study.

Building Upgrade – The Library's main floor shelving units, its history, and potential improvements were discussed. Current shelves were installed in the 1960s with additional units added in 1996.

Professional Development – AVCC is offering CPR/First Aid training; full-time staff are encouraged to register and will be reimbursed upon successful completion of the course.

#### **MISCELLANEOUS:**

None to report.

**NEXT MEETING:** Next meeting is March 10, 2020, at 4:30 PM.

Meeting adjourned: 5:55 PM

Respectfully submitted by Aileen Sanchez-Himes