

**Hudson Public Library
Board of Library Trustees Minutes
May 12, 2020**

Present: Tom Desmond, Maryalice McCormack, Susan Ramsbottom, Nancy DeVecchio, and Aileen Sanchez-Himes

Meeting called to order: 4:35 PM

MINUTES: April 14, 2020, minutes were reviewed and approved.
On a motion by Mr. Desmond, seconded by Ms. McCormack.

REPORTS/DISCUSSIONS:

Monthly/Local Communications – Library's newsletter and BookPage's monthly catalog is available online via the Library's Facebook page. Retired Technical Services Librarian submitted a farewell letter of appreciation and thanks.

Expenditures - Expenditures report distributed and discussed.

Statistical Report – Library statistics were reviewed and discussed.

Programs, Publicity, & Outreach – Due to the tangible and interpersonal aspect of summer reading during usual times, this year's summer reading theme has been postponed until the summer of 2021. The Library moved toward a virtual summer reading software known as ReadSquared, where summer reading registration and reading log activity are entered by participants. To learn more about ReadSquared, staff are attending webinar trainings. Maryalice McCormack inquired about the software pricing. The cost is \$495 and is sponsored by the Friends of the Hudson Public Library. The Library is increasing its virtual programming presence; the Children's Department is performing virtual storytimes and book club, the Thursday morning book club is virtual as well.

Friends of the HPL – The Friends of HPL have generously sponsored this year's summer reading software, ReadSquared. ReadSquared is utilized to monitor all summer reading activity including, children's, teens, and adults. Also, the Friends of HPL are accepting donations of gently used and like new material, books, DVDs, CDs, and videogames, at 62 Packard Street on Saturdays from 10 AM – 11 AM.

Director's Report – The following budgetary requests were discussed and approved; expend R&M building fund to cover partial cost of library landscaping and grounds maintenance, expend up to \$1000 from the library miscellaneous gifts fund for a new videogame console, games, and accessories to replace the outdated gaming system in the Children's Room; expend funds from the Library's advertising line item to purchase the Ebsco software product, Library Aware, used for print and digital library publicity and communications; expend up to \$10,000 in state aid funding to purchase and install protective barriers for three service desks, PPE for staff protections, and sanitizing supplies.

On a motion by Mr. Desmond, seconded by Ms. McCormack.

Staff continue to work from home as recommended by the state; minimal staff are reporting to work to perform in-house tasks; staff meetings continue as needed via Zoom; department head meetings are scheduled Monday mornings at 10 AM.

Online library support, services, and access continue in regards to library accounts, databases, digital material, programs and activities, etc.; staff are working on new summer reading tasks for the Library's virtual summer; a homebound service delivery meeting and discussion is scheduled for Thursday, May 14, 2020.

Collection management continues, Ingram ordering has resumed and are currently shipped to the Hudson Post Office at 25 Church Street; 1549 books are withdrawn from the Library's collection and will go to the Friends of HPL or Better World Books; digital content will be purchased as funding allows.

Building maintenance now includes weekly sanitizing of the Library, and was last sanitized on Friday, May 8. Library staff continue to sanitize work surfaces after use towards the end of each shift. Mr. Desmond inquired about a kiosk that monitors human temperature and wearing of face coverings. Consideration for this kiosk has been tabled. Consult with Dave's Landscaping pertained to care and improvement of the Library's grounds. Consult with Country Glass regarding protective barriers for all public service desks is scheduled for Wednesday, May 13.

Library Operations – Library continues to operate with minimal staff in the building, and are awaiting further guidance from the state, the Town of Hudson, and the Massachusetts Board of Library Commissioners. In the meantime, deliveries continue to be shipped to the post office located on 25 Church Street. Patron support is ongoing via email, social media, and Ask A Librarian. Compliment stated that library assistance and support is "super helpful and quick".

Personnel – Selectmen approved the retirement of the administrative assistant effective Friday, June 5. Library page resigned effective April 21. Current and anticipated vacancies include a part-time library assistant, library page, technical services librarian, and the administrative assistant. Part-time circulation hours, revision of the technical services position, and revision of the administrative position were discussed.

OLD BUSINESS:

None to report.

NEW BUSINESS:

Library Reopening Plans & Discussion – The Library is following CDC and MA guidelines, and is coordinating with neighboring Library Directors during each reopening phase. The Library will resume curbside service pending approval from the Town's Board of Health and state guideline compliance.

MISCELLANEOUS:

Inquiry regarding interlibrary loan and delivery service question was raised. Delivery service has not resumed. Massachusetts Library System will update.

NEXT MEETING: Next meeting is June 9, 2020, at 4:30 PM.

Meeting adjourned: 6:05 PM

On a motion by Mr. Desmond, seconded by Ms. McCormack.

Respectfully submitted by Aileen Sanchez-Himes