

**Hudson Public Library
Board of Library Trustees Minutes
June 9, 2020**

Present: Tom Desmond, Chris Capobianco, Maryalice McCormack, Susan Ramsbottom (via Zoom), and Aileen Sanchez-Himes

Meeting called to order: 4:32 PM

MINUTES: May 12, 2020, minutes were reviewed and approved.
On a motion by Mr. Desmond, seconded by Mr. Capobianco.

REPORTS/DISCUSSIONS:

Monthly/Local Communications – Library communications and patron interactions are active via email, phone calls, social media, and the Ask A Librarian messaging service.

Expenditures - Expenditures report distributed and discussed.

Statistical Report – Library statistics were reviewed and discussed.

Programs, Publicity, & Outreach – This year's summer reading is virtual for all ages. Children and Teen summer reading runs from June 8 through August 8; Adult summer reading runs from July 1 through August 28. Outdoor children's activities include a May scavenger hunt, upcoming story walk Hodge Podge character sighting. Library door-to-door service is in progress. Library recently purchased LibraryAware, a web-based library outreach service to enhance library and patron communications.

Friends of the HPL – None to report.

Director's Report – Budget: Library anticipates a surplus in personnel funds resulting from staff retirements; materials budget is expended for the remainder of FY20; monetary donations received include the Corkin Foundation (\$1500), Corkin Family (\$1500) for monthly children's entertainment, \$135 for Miscellaneous Gifts in memory of Barbara Stout; funds expended from Miscellaneous Gifts include \$960 for summer reading prizes and \$100 for Grace Whittemore photo; \$518.12 for COVID-19 supplies was expended from state aid; state aid funds will be allocated to purchase COVID-19 protective equipment; FY21 proposed budget reductions at 2%, 5%, and 8% were submitted to the Town.

Staff: Ongoing department head meetings are now scheduled on Wednesdays.

Library Services: Curbside service is underway; 76 transactions the week of May 25 and 52 transactions the week of June 1, 2020; beginning June 8, returns will be accepted every Monday, items will be quarantined and sanitized prior to being checked in and shelved; in collaboration with assistance from the Circulation Department Head, Senior Center, and a volunteer, homebound delivery service is currently being developed; digital library card applications have been created to share with students enrolled in Hudson Public Schools, teachers will validate student information.

Building Maintenance: Air conditioning was turned on and HVAC system will be serviced; the Library and its book drop is sanitized on a weekly basis; landscaping will be reassessed in FY21.

Library Operations – Staff are scheduled for staggered shift and continue to work from home as needed; weeding materials is ongoing; and library services such as curbside and returns continue.

Personnel – Part-time reference librarian will resign effective June 10, 2020 due to schedule changes and increased responsibility at primary place of employment; Administrative Assistant officially retired on June 5, 2020.

OLD BUSINESS:

Library Reopening Plans & Discussion – Phase 1 started on May 25 to provide curbside service only; Phase 2 started on June 8, 2020 to continue with curbside service and accept returns via the library's book drop.

NEW BUSINESS:

Board of Library Trustees Meeting Summer Schedule – Vote to suspend July 14's meeting.

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

MISCELLANEOUS:

Inquiry regarding a vacant position raised by Ms. Ramsbottom will be answered according to language from AFSCME Council 93, Local 3925's CBA.

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

Meeting adjourned: 5:32 PM

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

Respectfully submitted by Aileen Sanchez-Himes