

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

Present: Tom Desmond, Maryalice McCormack, Jillian Bennett, and Aileen Sanchez-Himes

Meeting called to order: 4:43 PM

MINUTES: June 9, 2020, minutes were reviewed and approved.
On a motion by Mr. Desmond, seconded by Ms. McCormack.

REPORTS/DISCUSSIONS:

Monthly/Local Communications – Reviewed and discussed; feedback regarding virtual programs shared; inquiry regarding vacant positions raised.

Expenditures - Expenditures to be reviewed and discussed at next Trustees Meeting.

Statistical Report – Library statistics were reviewed and discussed; positive comment regarding Hoopla and Overdrive shared.

Programs, Publicity, & Outreach – Summer reading registrations totaled 409; 126 adults, 49 teens, 133 tweens, 101 children; scheduled virtual programs include trivia, book discussions, a historical presentation, and an author talk; door-to-door service is in progress and expected to launch Tuesday, September 8; community puzzle art collaborative to promote unity discussed.

Friends of the HPL – Friends of the Hudson Public Library sponsored summer reading programs; 3 trivia sessions, 2 historical presentations, a puppet storytime, graffiti workshop, and an author talk; gently used and like new donations still accepted at 62 Packard Street every Saturday from 10 AM – 11 AM.

Director's Report – Budget: FY21 budget reduced by 2% with no reductions to materials or staff; COLAs not affected.

Staff: Reference librarian managed online summer reading registration platform for all ages; circulation librarian assisted in the development of the library's door-to-door service; children's librarian and staff planned and provided virtual programs and activities including storytimes, DIY crafts, baking, shadow puppet, and a princess character visit.

Library Services: Overall July curbside service totaled 817 transactions, 663 in adult department and 154 in children's room transactions; adult curbside service increased by 81%, from 367 transactions in June to 663 in July; fine amnesty continues; museum pass pick-up and returns available for curbside service; library return day moves to Saturday; week day returns accepted on Wednesdays beginning August 19; remote drop-off locations discussed; curbside returns in discussion; RB Digital acquired by Overdrive; Hoopla now available to Hudson residents only; new periodicals vendor, W.T. Cox; legal reference database discontinued; health database available in English and Portuguese added; 20 Hudson Sun microfilm rolls digitized; curated large print selections replace previous standing orders.

Building Maintenance: Sanitization schedule for Library is once a week on Thursday and book drop is twice a week on Monday and Thursday; doorbell repaired; HVAC monitoring due to varied temperatures throughout the library; coordinating with facilities department to repair Children's Room restroom floor and to submit an FY22 capital request to replace staff entrance door.

Library Operations – Curbside service continues; Tavares Room serves to quarantine ILLs; program registration feature enabled on event calendar; 1579 items weeded from library's collection; analysis of staff schedules and shortages in progress; library services and reopening plans continue; majority of staff reporting to work with the exception of a few staff with modified schedules.

Personnel – Library pages attending college this fall remain on payroll; protocol for posting positions confirmed with Executive Assistant.

OLD BUSINESS:

Library Reopening Plans & Discussion – Up to 25 permitted indoors when safe to do so; ability to secure sufficient cleaning supplies and protective equipment discussed; protective guards and signage on order; ongoing reopening library discussions with neighboring libraries; patron communications and updates continue; preparation for reopening in progress.

NEW BUSINESS:

None to report

MISCELLANEOUS:

None to report

NEXT MEETING: Next meeting is September 8, 2020, at 4:30 PM.

Meeting adjourned: 6:11 PM

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

Respectfully submitted by Aileen Sanchez-Himes