

**Hudson Public Library  
Board of Library Trustees Minutes  
September 8, 2020**

Present: Tom Desmond, Maryalice McCormack, Christopher Capobianco, Susan Ramsbottom, and Aileen Sanchez-Himes

Meeting called to order: 4:35 PM

**MINUTES:** August 11, 2020, minutes were reviewed and approved.

*Motion to accept by Ms. McCormack; seconded by Mr. Capobianco, 3-0.*

**REPORTS/DISCUSSIONS:**

Communications & Publicity – Reviewed and discussed; Hudson Sun published historical presentation and author talk; author talk event included national and international attendees from Canada, Argentina, Paraguay, New York, Los Angeles, and Texas.

Expenditures – Reviewed and discussed; purchasing is in effect and library materials ordered up to 6 months in advance.

Statistical Report – Library statistics were reviewed and discussed.

Friends of the HPL – Copies of the Friends of the Hudson Public Library's by-laws, income tax exemption forms, and budget distributed for Trustees to retain.

Director's Report – Budget: A reduction of approximately \$119 in Hoopla expenses from July to August was noted and expense monitoring will continue; the Town's general fund received two deposits, \$198.52 from BWB for discarded library materials and \$12.70 from C/W MARS for e-commerce/fines; request to access miscellaneous gifts and children's entertainment funds for library pet's care was authorized.

*Motion to accept expenditures for library's pet by Mr. Capobianco; seconded by Ms. McCormack; 3-0.*

Personnel: Monitoring staff schedules and scheduling needs continue; library vacancies to post in October and hire in early November.

Library Services: Door-to-Door Service officially launched; Thursday evening book club moves to the 3<sup>rd</sup> Thursday of the month; Cozy Mysteries Book Club resumes in October; overall curbside service is up by 22%; fine amnesty will continue.

Programs & Outreach: Fall program planning includes kids' yoga, grades 3-5 book club, Halloween trivia, cheese 101, and holiday card making; online registration feature is live; distance learning and homeschooling online resource page in progress; start-up collection of books donated to a Little Free Library in Hudson; Hudson moms' community group will donate a diverse collection of books to the library; storywalk on loan to Emerson Hospital's Pediatric Intervention Team for Verrill Farm's Fall Harvest Festival.

Library Operations: 1091 books withdrawn; RB Digital eBooks and audiobooks migrated to Overdrive; W.T. Cox is the FY21 vendor for periodicals new titles added include Practical Homeschooling, Harvard Business Review, and J-14; collection development policy to be updated; guidelines for free services, events, activities from outside vendors need to be established; ARIS and State Aid Reports, capital requests, and the library budget are due in October; request to access state aid funds to hire a consultant to assist with aspects of strategic planning beyond a community survey and MLS support services.

Building Maintenance: Light bulbs and ballasts replaced in Technical Services and Children's Department; handicap accessible entrance treated for wasps or hornets; elevator inspection is due in October.

**OLD BUSINESS:** Library's reopening date is mid to late September; designated staff will serve as greeters to monitor the number of visitors; curbside service continues; scheduled return days continue; fine amnesty continues; printing and photocopying by appointment only; limited library access and browsing collections are available; normal hours resume when safety guards are installed at all service desks.

**NEW BUSINESS:** MBLC Construction Program updates shared; contact MBLC to learn more regarding building assessments; Cummings Foundation grant process begins in July 2021.

**MISCELLANEOUS:** To allow for additional meeting prep time, a request to move Trustees Meeting to a new date and time; the 3<sup>rd</sup> Wednesday at 2 PM. Comment concerning staff exclusion raised by Ms. Ramsbottom. Trustees meetings falls in line with Massachusetts Open Meeting Law. Recommendation to request earned time off to attend future meetings suggested.  
*Motion to accept new meeting date and time by Mr. Capobianco, seconded by Mr. Desmond.*

**NEXT MEETING:** Next meeting is October 21, 2020, at 2 PM.

Meeting adjourned: 5:58 PM

*Motion to adjourn by Mr. Capobianco; seconded by Mr. Desmond.*

Respectfully submitted by Aileen Sanchez-Himes