

**Hudson Public Library  
Board of Library Trustees Minutes  
November 17, 2022 at 4:30 PM**

Present: Tom Desmond, Mary McCormack, Chris Capobianco, Aileen Sanchez-Himes, and Lisa Aucoin  
Meeting called to order at 4:30 PM.

**MINUTES:** October 20, 2022 minutes reviewed and approved. *Motion to accept by Ms. McCormack, seconded by Mr. Desmond.*

**REPORTS/DISCUSSIONS**

Communications & Publicity - The Board reviewed social media from the Children's Room programs, a news article about the Library's Pumpkin Stroll, and received copies of BookPage.

Expenditures - About halfway through FY23 and spending is on target, with the exception of databases.

Statistics - Numbers are very good compared with October of 2020. Our Halloween programs are responsible for the spike in outreach numbers.

Friends of the Hudson Public Library - The Friends held their fall book and bake sale and raised about \$3,100. A company purchased books by the pound at the end of the sale. The Friends are looking into a museum pass to the Southwick Zoo. The holiday party will take place on 12/13.

Director's Report - Budget: The Select Board approved the use of ARPA funds for two structural engineering projects. The FY24 budget request included a request for a part-time reference librarian as well as a capital request of \$9,400 to integrate the Library's telecommunication system with the Town's. Rep. Hogan earmarked \$380,000 to address library heating improvements. Personnel: Mary Kim's hiring was approved at the 11/7 Select Board meeting. Tom Rouse is retiring at the end of November. COLA increases for FT staff members will be voted on at the Special Town Meeting. Library Services: The MBLC hotspot program has ended but the Library is looking to fund 4 hotspots. The Adult Services department will take charge of adult programming starting in January. The Children's Room is starting a Teen Advisory Board. Programs and Outreach: The Library had 2,000+ Halloween program participants. The Portuguese storytimes have been successful. The Library is planning multiple programs for December. Library Operations: DPW has been notified about holiday closures. Weeding of the nonfiction and periodicals sections is complete. The Library is reviewing which newspapers to subscribe to. Digitization of the Community Advocate is under consideration. The Library is considering shelving for the first floor addition. Building Maintenance: The structural review is about to get underway. Access panels to investigate the Children's Room flooring were installed. The new staff door has arrived, installation is pending. A deep cleaning of the Library is scheduled for 11/27. Administrative staff continue to manage library cleaning. Funding for a custodian will be voted on at the Town Meeting.

**OLD BUSINESS**

Next steps for the FY24 budget process include meeting with the Select Board and Finance Committee. The administrative staff needs more time to work on the Strategic Plan for FY22-FY24.

Tom Gregory approved the fine free proposal. The administrative staff is looking into how long items should circulate when the Library goes fine free.

**NEW BUSINESS**

The Library will meet with the Commission on Disabilities to consider improving access at the Library. In order to allow the adult department to focus on programs, the Library will institute self-service holds and promote self-checkout.

The Trustees approved to spend State Aid on the following: \$1,800 for library cards, up to 50 rolls of newspaper digitization, \$5,000 for adult programs, \$1,100 for a deep cleaning, and \$1,500 for hotspots.

**MISCELLANEOUS**

The Trustees voted to cancel the December meeting. *Motion by Ms. McCormack, 2nd by Mr. Desmond.*

**NEXT MEETING:** The next meeting is on January 19, 2023 at 4:30 PM.

Meeting adjourned at 5:50 PM.

Respectfully submitted by Lisa Aucoin