

**Hudson Public Library
Board of Library Trustees Minutes
January 19, 2023 at 4:30 PM**

Present: Tom Desmond, Mary McCormack, Chris Capobianco, Aileen Sanchez-Himes, and Lisa Aucoin
Meeting called to order at 4:33 PM.

MINUTES: November 17, 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 November and December Children's Room programs, and received copies of BookPage. They also saw the listing of upcoming programs on checkout receipts.

Expenditures - A little more than halfway through FY23 and no fund is in trouble, although the price of oil is a bit more than that planned for in the town's formula.

Statistics - The Holiday Stroll, despite the weather, helped increase December statistics.

Friends of the Hudson Public Library - The Friends are trying to get a key to the Armory garage. They voted to buy/renew multiple passes at the last meeting. They are looking into holding a town wide art & yard sale. They will change their bylaws to add the vice president position.

Director's Report - Budget: The approved State Aid and ARPA funds are being spent on adult programs, digitizing local newspaper microfilm reels and the structural analysis. The Cultural Council awarded the Library 2 grants totaling \$2,400. Personnel: Library pages received a wage increase to minimum wage plus a 2% COLA. The hiring process for two part-time positions continues and recommendations will likely be submitted by late February or early March. Library Services: The Adult Services department will host 1-2 programs per month, not including book clubs. The Library now offers access to digital ebooks and audiobooks on a cost per circulation basis, depending on the demand for popular and book club titles. Programs and Outreach: The Holiday Stroll was successful. Children's December programs were well received again this year. They are starting to show 3D movies. The gingerbread house making programs of both the Adult and Children's departments were successful. The Library will partner with the Hudson Maynard Adult Learning Center to introduce ESL students to information on library access and services. Library Operations: The Library will shift the DVD and blu-ray collection within the next couple weeks to make way for self-service checkout. Collection weeding continues to mitigate the excessive weight bearing down on the shelving units and flooring on the main floor. The Library is preparing and transitioning its summer reading program into a summer experience. Building Maintenance: The Library is waiting for the engineer's report on the structural review of the Library's main floor. The deep cleaning was conducted in late November. The Library submitted a list of cleaning and maintenance needs to DPW and is awaiting the approval of a custodian. In the interim, administrative staff continue to manage essential cleaning. Plumbing issues are occurring more frequently and are being addressed as quickly as possible.

OLD BUSINESS

The next step in the FY24 Budget process is meeting with the Select Board on 1/23. The Library will meet with the Finance Committee later in the spring.

The administrative staff needs more time to work on the Strategic Plan for FY22-FY24.

The Board approved moving forward in making items fine free, with some exceptions.

The Library is on the agenda of the Commission on Disabilities each month now, with a goal of making the building more accessible. The Library may be at the point of diminishing returns, given the issues with the current building, regarding making improvements.

Transitioning to self-service holds and checkouts will give staff the opportunity to focus on programs.

NEW BUSINESS

It is time for staff, volunteers, and trustees to complete Conflict of Interest Summary and Online Training.

The Library was awarded \$22,291 in initial state aid and will receive a second award in late spring.

There are leaks in the staff area which have caused the ceiling to fall. The area is closed for reconstruction.

MISCELLANEOUS

The Library is working with the Armory, which was awarded Cultural Council funds, on using their lawn for programs.

NEXT MEETING: The next meeting is on February 16, 2023 at 4:30 PM.

Meeting adjourned at 5:55 PM.

Respectfully submitted by Lisa Aucoin