

**Hudson Public Library  
Board of Library Trustees Minutes  
February 16, 2023 at 4:30 PM**

Present: Tom Desmond, Chris Capobianco, (Mary McCormack via Zoom), Aileen Sanchez-Himes, Lisa Aucoin, and patron John Sturgis.

Meeting called to order at 4:44 PM.

**MINUTES:** January 19, 2023 minutes reviewed and approved. *Motion to accept by Ms. McCormack, seconded by Mr. Capobianco. Roll call: Ms. McCormack, yes; Mr. Capobianco, yes; Mr. Desmond, yes.*

**REPORTS/DISCUSSIONS**

Communications & Publicity - The Board reviewed copies of the February BookPage. They also discussed working with the BID to promote upcoming programs as well as advertising programs on checkout receipts.

Expenditures - About 2/3 through FY23 and no areas of concern. The fuel fund is holding up. More than half the budget has been spent for both salary and the other budget areas. *Motion to accept by Mr. Capobianco, seconded by Ms. McCormack. Roll call: Ms. McCormack, yes; Mr. Capobianco, yes; Mr. Desmond, yes.*

Statistics - The numbers are up from last month and from this month in 2020. Databases are doing well.

Friends of the Hudson Public Library - The Friends are collecting books at the Armory garage. They voted to renew multiple passes at the last meeting. They will update their bylaws to reflect the vice president position.

Director's Report - Budget: The Library will meet with the Finance Committee to discuss the FY24 budget on 3/7. The Library will ask to use approximately \$17,000 in ARPA funds to cover additional structural engineering services including costs for the scope of testing, geotechnical report and necessary equipment rental. The Library is in the process of applying for a state construction grant. A commitment to appropriate \$60,000 is required to fund pre-planning expenses necessary for grant consideration and eligibility. Personnel: The hiring process for two part-time positions continues. Library Services: To better serve our community, library card applications are now in English, Portuguese, and Spanish. The Library has tax forms available to the public. Green Hudson donated an induction stove to the Library of Things collection. The Library continues to monitor popular digital materials and offer access to high demand digital books and audiobooks on a cost per circulation basis, greatly decreasing wait times for Hudson residents. The variety of programs now offered to adults are gaining interest. With the support of the Board of Health, the Library continues to offer free Covid-19 self-test kits. The Library will offer passes to the Peabody Essex Museum and Southwick Zoo. Programs and Outreach: The Library is increasing its outreach initiatives with local organizations and Town departments, including the Senior Center, Board of Health, Adult Learning Center, Green Hudson, and the Hudson Cultural Alliance. Library Operations: Staff have voted on new Library card designs for youths and adults that include the Library's logo. The movie collection has been relocated to make way for the TEC lab and self-service holds and checkout. Plans for this year's summer reading and experience continue. The Library has met with members of the Disability Commission to discuss accessibility issues. Its members determined that entering the Library is the greatest challenge, they will seek support from the Internal Traffic Committee to relocate two public parking accessible spaces to the front of the building. Building Maintenance: A new surveillance camera was installed, replacing a defunct one. Around 1/3/23, the Library experienced another steam pipe leak on the ground which resulted in the detection of moisture and mold in the staff kitchen and bathroom. An insurance claim was submitted and repairs are in progress. However, there is additional damage to a wall near the public computers due to this leak as well. The Library received temporary maintenance assistance once a week for up to 4 hours. Beginning February 16, maintenance assistance will change to 2 hours of cleaning each day, Monday through Friday, until another full-time custodian is hired.

**OLD BUSINESS**

The Strategic Plan will be reviewed and revised to ensure it meets the requirements of the state construction grant process.

The state has revamped the Conflict of Interest training process. Staff and trustees will be required to complete this training by 2/24.

**NEW BUSINESS**

Movies have been moved. Staff will be weeding duplicate copies.

The Library will move towards self-service holds. Patrons may choose an alias for privacy.

**MISCELLANEOUS**

The Library will have a St. Patrick's day program on Celtic music in March.

The Library has had a "Blind Date with a Book" program in February.

Funding for a monthly acknowledgment rewards program for staff, honoring service excellence to patrons and colleagues, will be proposed to the Friends at their next meeting.

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

Meeting adjourned at 5:40 PM.

Respectfully submitted by Lisa Aucoin