

**Hudson Public Library
Board of Library Trustees Minutes
October 22, 2020**

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

Meeting called to order: 2:12 PM

MINUTES: September 8, 2020, minutes were reviewed and approved.

Motion to accept by Mr. Desmond; seconded by Ms. McCormack.

REPORTS/DISCUSSIONS:

Communications & Publicity – Reviewed and discussed; the Children’s Room loaned one of its storywalks to Emerson Hospital’s Pediatric Intervention Team for a fundraiser hosted at Verrill Farm; Hudson mom organized a book drive and delivered a collection of diverse books to add to the Library’s teen and children’s collection; book drive photo op TBD.

Expenditures – Reviewed and discussed; approximately \$700 was expended to provide medical care for the library’s pet guinea pig, Huck.

Statistical Report – Library statistics were reviewed and discussed; periodical statistics have doubled since relocating the periodicals collection to the public browsing area; curbside transactions totaled 692; from 9/28-9/30/20, 81 patrons visited during library’s reopening to the public from 9/28-9/30/20; door-to-door service totaled 3 visits.

Friends of the HPL – National Friends of the Library Week is celebrated from October 19-23; Friends of HPL will sponsor 3 library events including a pre-recorded children’s baking workshop, Halloween trivia, and seasonal card making program; Friends will sponsor the library’s BJ’s membership and Amazon Prime membership.

Director’s Report – Budget: Purchasing for library materials and digital content continue; Huck’s medical care totaled \$645.78; annual periodicals and CW MARS membership are accounted for in current expenditures.

Personnel: Staff prepared and reopened to the public successfully; Children’s Librarian yoga certification is pending; part-time library page and library assistant positions are posted; interviews TBD.

Library Services: Door-to-Door Service has 3-4 members; limited public hours continue; silent returns are accepted on days the book drop is closed; study areas and technology reservations TBD.

Programs & Outreach: Homeschool and distance learning resource page is live; scheduled programs and activities include repurposing remaining fairy kits, virtual storytimes, a virtual Halloween concert, a seasonal storywalk; decorating ceramic skulls, Halloween trivia, cozy mysteries book club, and cheese basics 101; connected with the Artisan at Hudson to discuss outreach services.

Library Operations: Staff, Library Trustees, and the Town’s EA met virtually with the Board of Health to review safety and hygiene protocols prior to reopening

the Library in accordance with safety and state guidelines; to assist with the Library's reopening, Chief Johannes supplied the Library with hand sanitizer and face coverings; ARIS and State Aid reports were submitted; library website updates are ongoing as time allows.

Building Maintenance: Elevator inspection is scheduled for October 27.

OLD BUSINESS: None to report.

NEW BUSINESS: Library closures approved, 11/9-11/13 for roof insulation, day after Thanksgiving, Christmas Eve closing at 1 PM, and New Year's Eve closing at 6 PM.

MISCELLANEOUS: Consideration to extend library business hours TBD with guidance from the Board of Health; future staffing needs to include hiring an assistant director discussed; considerations for library budget cuts, level funding, and restoration discussed.

NEXT MEETING: Next meeting is November 18, 2020, at 2 PM.

Meeting adjourned: 3:25 PM

Motion to adjourn by Mr. Desmond; seconded by Ms. McCormack.

Respectfully submitted by Aileen Sanchez-Himes