

**Hudson Public Library
Board of Library Trustees Minutes
November 18, 2020**

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

Meeting called to order: 2:07 PM

MINUTES: October 22, 2020 minutes amended and approved to reflect Board of Library Trustees' next meeting date correction from October 21, 2020 to November 18, 2020.

Motion to accept by Mr. Desmond; seconded by Ms. McCormack; 3-0.

REPORTS/DISCUSSIONS:

Communications & Publicity – Reviewed and discussed; virtual, take and make, and physical distancing programs and activities for all ages continue.

Expenditures – Reviewed and discussed; purchasing of library materials continue; high demand e-Content is monitored and purchased in addition to print.

Statistical Report – Library statistics were reviewed and discussed; patron visits total 925, curbside visits total 454.

Friends of the HPL – Friends meet virtually on the 3rd Tuesday of the month; accepting donations have ceased; future fundraising initiatives, donations, and memberships were discussed.

Director's Report – Budget: Deadline for library budget is November 30, 2020; check received from Better World Books for \$140.15; staff vacancies and budgeted salaries enable the library to hire two (2) part-time library assistants and four (4) part-time library pages.

Personnel: Children's Librarian received yoga and mindfulness certification; library volunteer assists as a greeter on Monday mornings.

Library Services: Door-to-Door Service, silent returns, and public service hours continue; technology and study space reservations are to be determined.

Programs & Outreach: Book clubs and virtual programs remain popular; library participated in two outreach initiatives, one involving diversity awareness and the other involving the Girl Scouts.

Library Operations: New and popular collections are maintained regularly for patron browsing; weeding continues.

Building Maintenance: Elevator inspection is complete; roof insulation is complete; scheduled library sanitizing continues; DPW cleared the library's grounds from October 30th's snowfall.

OLD BUSINESS: Library Director received annual performance evaluation.

NEW BUSINESS: Thank you note mailed to Hudson resident for diversity books donation; part-time vacancies, funding, and recommendations were presented and discussed.

MISCELLANEOUS: The library will draft a letter of support for the Hudson Armory project by November 25, 2020.

NEXT MEETING: Next meeting is December 16, 2020, at 2 PM.

Meeting adjourned: 3:07 PM

Motion to adjourn by Mr. Capobianco; seconded by Ms. McCormack; 3-0.

Respectfully submitted by Aileen Sanchez-Himes