

**Hudson Public Library
Board of Library Trustees Minutes
December 16, 2020**

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

Meeting called to order: 2:06 PM

MINUTES: November 18, 2020 minutes reviewed and approved.

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

REPORTS/DISCUSSIONS:

Communications & Publicity – Reviewed and discussed; Mullahy's Cheese Basics 101 was well received by participants with 22 in attendance.

Expenditures – Reviewed and discussed; purchasing of library materials continue; consideration for increasing Hoopla downloads was discussed; increased purchasing of e-books and audiobooks is monitored and based on local holds and demand.

Statistical Report – Library statistics were reviewed and discussed; consideration to increase Hoopla access from 5 to 8 checkouts as budget allows.

Friends of the HPL – The Friends of the Hudson Public Library is seeking a new treasurer; other discussion topics included the need to increase book sales to make up for loss revenue and earning \$133 from Stop & Shop's reusable bag fundraiser.

Director's Report – Budget: On Tuesday, December 8, 2020, the Library's Trustee Chair and Director met the Town's Executive Assistant and Finance Director to review the Library's FY23 budget; the approved amount of \$825,919 supports MBLC's requirement for compliancy; the FY23 budget is scheduled for Select Board approval on Monday, January 25, 2021; rising costs of periodicals are being monitored to assess continuity of subscriptions; library equipment and repair & maintenance budgetary line items will be utilized to purchase a new microfilm machine, power wash the Library's exterior, supplement additional landscaping services, and purchase winter supplies and equipment (e.g. shovels, rock salt, etc.).

Personnel: The Library hired three new staff members; one part-time library assistant and two part-time library pages.

Library Services: To ensure safety and quicker service, curbside service will relocate to a designated area in front of the library; curbside service experienced a reduction due to library closing for roof insulation project, holiday, and offering limited public service hours.

Programs & Outreach: Hudson Cultural Council 2021 application submitted for children's STEAM program; planned winter programs include holiday themed book clubs and storytimes and annual Noon Year's Eve celebrations.

Library Operations: Children's Room will include Better World Books as a discards recipient in addition to the Friends of HPL and Discover Books; online database page is undergoing usability and navigation enhancements.

Building Maintenance: To improve building air quality, air filters will be replaced every 4 months; the Library purchased an electrostatic sprayer and disinfecting solution for additional sanitizing.

OLD BUSINESS: Approval of part-time library page positions are scheduled for January 4, 2021's Board of Selectmen meeting. Internal candidate, Sophia Francolini, was promoted to the part-time library assistant position.

NEW BUSINESS: Library state aid may receive a 20% increase over FY20 pending Governor Baker's approval; MBLC will vote to suspend expenditures and hours of operation requirement for FY21; pending inclement weather the Library will tentatively open at 1 PM on Thursday, December 17, 2020; FY22 library budget was approved by Executive Assistant at \$825,919; beginning January 2021, the Library will return to curbside service only as active COVID-19 cases increase in Hudson.

MISCELLANEOUS: Email inquiry concerning municipal staff eligibility for the COVID-19 vaccine was sent to Hudson Board of Health and Department of Public Health.

NEXT MEETING: Next meeting is January 20, 2021, at 2 PM.

Meeting adjourned: 3:09 PM

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

Respectfully submitted by Aileen Sanchez-Himes