Hubbard Memorial Library
Board of Trustees
Minutes, October 7, 2019

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Attendees: Chris Davis, Robert Mishol, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the September 4, 2019 were approved.

Director's Report
New Business
(Note: Items on the original proposed agenda were addressed in a different order)

Early closing for New Year's Eve.
It was voted to approve closing the Library at 5:00 P.M. on New Year's Eve.

Lending to Home Bound patrons
It was voted to proceed with this program, with Pat to work on finalizing the details, including any legalese.

Car show success
Pat reported on the Car Show success-there were 102 cars, and over 200 patrons!
The Friends of the Library raised $ 263.00
The Hubbard Memorial Fund was increased by $ 465.00.

Pat reported on the successful installation of the new HVAC unit

A Thank You letter from the Community Survival Center was acknowledged. This was for a food donation from the Library.

Pat had the staff sign up for an Opposing Viewpoints webinar.
This was for an update on one of our databases.

Pat indicated that he had sought input from the staff about Blue Sky Consulting, which offered a group interaction staff development seminar. The Trustees felt positive about scheduling this. Pat felt possibly in the spring. The cost is $800.

It was voted to approve the Equipment Loan Agreement, which was presented by Pat.

Pat advised the Trustees that he had completed the "E's of Libraries" webinar.

The ESL conversation group has been revitalized, with a meeting scheduled for Friday, 10/11.

The Strategic Plan was discussed. An updated version will be presented and discussed at our November meeting. Pat has to file a report with the MBLC by 12/1.

The parking lot addition was discussed. Unfortunately, the Town has not given any positive feedback on this issue. We just have to be persistent.

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Biannual Performance Evaluations

Pat stated that there is a standard form that the Town uses for evaluations. The Trustees indicated that they would like to review the form and discuss the overall procedure before any evaluations commence. Pat will provide the Trustees with this information.

Volunteer Policy Acknowledgement Form

Pat presented the form that the volunteers would sign, acknowledging receipt of the following:

- Anti-fraud and Conflict of Interest Policies
- Anti-harassment Policy (including Sexual Harassment)
- Drug Free Workplace and Alcohol and Drug Use Policy
- Policy on Workplace Violence

Pat indicated that the grant reporting had been completed.

Call in sick procedure

After discussion, it was agreed that the library staff would follow the procedure that is in the Town's Personnel Policy Manual. (Refer to Report of Illness)

Sick leave usage

It was agreed to defer discussion of this topic to next month's meeting.

The meeting adjourned at 5:15 P.M.
The next meeting will be November 4, 2019 at 4:00 P.M.

Respectfully submitted by
Robert Mishol, Secretary