Board of Library Trustees - Meeting Agenda

December 2, 2019

4:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Vote on minutes of 11/4/19 Trustees Meeting
- Strategic Plan Action Plan has been submitted to the MLBC
- Discuss / vote on Adult volunteer (homebound delivery) language and policies
- New MBLC initiative – LEA allowing inter-consortia borrowing of eBooks and audiobooks
- New potential CW-MARS eCard
- C/W Mars has a new public facing website promoting network resources
- I signed up for a new database – AtoZ Food USA
- Will be starting the process of developing an Emergency Evacuation Plan with Garett (Library Trustee)
- In early December, the MBLC will be announcing the second group of libraries to qualify for State Aid
    - The Hubbard Memorial Library will be in that group
- Submitted Level I of the budget recommendation to Accounting
    - Includes a FT Reference / Adult Services Librarian position
    - Reduction in repair line item
    - Increase in Materials budget
- ESL Conversation Group will be starting December 2nd.
- Senior Abatement reporting has been completed
- Facilities
    - Janitor's closet faucet has been repaired
    - Faulty HVAC sensor module has been replaced
    - Three lighting fixtures have been upgraded in the boiler room
    - A corroded 4" sprinkler pipe has been repaired
    - Air compressor for the sprinkler system does not need to be repaired at this point
    - The stumps on town property adjacent to the parking lot have been ground down
    - Four new prints have been mounted and framed for display in the Adult, Young Adult, and stairwell.

- Initial discussions with the Trustees to take place regarding facilities maintenance priorities.

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Old Business

- The parking lot addition should happen in FY 21 possibly as a capital project.

Correspondence

Executive Session

Discussion: Open

The January 2020 meeting date/time has yet to be determined.

***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**