Board of Library Trustees - Meeting Agenda

January 4, 2021

4:00 PM

Hubbard Memorial Library

Please be advised that by Order of the Governor- Order suspending certain provisions of the open meeting law, G.L. c.30A, § 20 which limits public access and allows remote participation

To join the video meeting, click this link: meet.google.com/xpc-jagv-icm

To join by phone instead, dial (US) +1 661-237-5020 and enter this PIN: 172 426 634#

More phone numbers: https://tel.meet/xpc-jagv-icm?pin=2531811642672

Director's Report

New Business

- Vote to approve meeting minutes for 12/8/20 Library Board of Trustees meeting
- Attendance - July through November – December reporting due early January
  - Total Library Visitors: 3254
  - Curbside pick-up visitors: 2498
  - In-person visitors: 756
- Programming
  - Adult Programming Stats:
    - Programs offered: 13
    - Attendance: 59
  - Youth Services Programming for month of September
    - Total # of Youth Services programs: 156
    - Attendance in Youth Services programs: 1381
- Strategic Plan Action Plan has been submitted
- COVID response
- Review of Circulation / Local History policies
  - Circulation
  - Collection Development
  - Local History Collection Access
  - Photograph Reproduction
  - Forms:

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        - Deed of Gift
        - Permission to Publish
- completed inventory of newly acquired glass plate negatives
- Facilities
    - Windows / painting
        - Received quote from Personal Painters
- The Friends of the Library have a meeting scheduled for 12/29

Old Business

- Parking lot
- Light pole

Correspondence

- Circulation policy
- Collection Development policy
- Local History Collection Access policy
- Photograph Reproduction policy
- Forms:
    - Deed of Gift
    - Permission to Publish
- Strategic Plan Action Plan
- Graphs of programming / attendance
- Town Meeting Memo 5-10-21

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Executive Session

Discussion: Open

The next 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.