Board of Library Trustees - Meeting Agenda

November 2, 2021

4:30 PM

Hubbard Memorial Library

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Director's Report

New Business

- Vote to approve meeting minutes for 10/4/21 Library Board of Trustees meeting
- Vote on revised meeting minutes
- Stats
    - Adult programming
        - January – 5 programs, 24 attendees
        - February – 6 programs, 33 attendees
        - March – 7 programs, 42 attendees
        - April – 7 programs, 44 attendees
        - May – 5 programs, 29 attendees
        - June – 4 programs, 20 attendees
        - July – 6 programs, 42 attendees
        - August – 6 programs, 41 attendees
        - September – 5 programs, 182 attendees
    - Children's programming
        - January – 23 programs, 215 attendees
        - February – 17 programs, 142 attendees
        - March – 22 programs, 190 attendees
        - April – 21 programs, 169 attendees
        - May – 11 programs, 68 attendees
        - June – 23 programs, 378 attendees
        - July – 29 programs, 669 attendees
        - August – 27, 417 attendees
        - September – 22 programs, 319 attendees
    - Young Adult programming
        - January – 11 programs, 73 attendees
        - February – 13 programs, 103 patrons
        - March – 15 programs, 116 patrons
        - April – 18 programs, 57 attendees
        - May – 23 programs, 228 attendees
        - June – 13 programs, 94 attendees
        - July – 20 programs, 146 attendees
        - August – 22 programs, 158 attendees
        - September – 7 programs, 40 attendees

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- Policy maintenance
    - Review / vote on Wireless Network Access and Confidentiality / Privacy policies
- Staff development
    - Weekly stand up meeting are doing well and are helpful for improving communication and coordination between departments
- Facilities
    - Sign and Shed
        - Wrote letter to Planning Board requesting waiver of formal site plan and public meeting for lawn sign and storage shed. – 10/19
        - Attending Planning Board meeting 10/28
    - Window Restoration
        - Sent 13 requests for quotes for window restoration project
            - Provided Prevailing wages document to all who did not already decline
            - 4 contractors have declined to date
            - Deadline is 11/3/21
    - Called Steve Santos of the DPW Board re: lighting issues
        - He recommended a lighting contractor
- Digitization
    - Obtained photograph template for metadata as a next step in digitization
    - Aidan will be converting the current spreadsheet to the new template
    - Completed editing of photos
    - Signed up for Digital Commonwealth membership
    - Begin to inventory remaining portions of the local history collection
    - In process of obtaining pricing for microfilm conversion to digital format
        - Called and left message with Grant Kastner from Advantage Archives re: pricing and next steps 10/14
- Attending Friends meeting on 10/26
- Scheduled outreach to LAALC students via Zoom on Tuesday 11/2 from 9:30-11:30
- Followed up with Ellie re: meeting with Selectmen – meeting should take place first or second meeting in November – 10-12
    - Email will follow from Ellie
- Re-formatted Trustee Meeting Minutes retroactive to 7/6/20

Old Business

- Parking lot
- Pavilion

Correspondence

- Confidentiality / Privacy Policy
- Wireless Network Access policy
- Meeting minutes for 10/5/21, 9/14/21, 7/6/21, 6/7/21, 1/4/21

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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.