Board of Library Trustees - Meeting Agenda

December 14, 2021

4:30 PM

Hubbard Memorial Library

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Director's Report

New Business

- Vote to approve meeting minutes for 11/2/21 Library Board of Trustees meeting
- 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
    - October – 4 programs, 21 attendees
    - November – 5 programs, 17 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
    - October – 26 programs, 402 attendees
    - November – 20 programs, 305 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

    - October – 16 programs, 122 attendees
    - November – 13 programs, 117 attendees

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- Policy maintenance
    - Review / vote on Unaccompanied Adult policy
- The Strategic Plan Action Plan filed with the Massachusetts Board of Library Commissioners was approved
- Have begun to compile vendors to perform an upgrade to the web site
- Staff development
    - Weekly stand up meetings are doing well and are helpful for improving communication and coordination between departments
- Facilities
    - Sign and Shed
    - Window Restoration
    - Completed upgrade of exterior lights
- Digitization
    - Purchased photo frames to display printed local history content
    - Exploring acquiring flipbook software to help present digitized content
    - Aidan is working on photographing the remaining 42 glass plate negative images
    - Recommend use of digitization service for microfilm collection using State Aid Funds
    - Started to inventory remaining portions of the local history collection

Old Business

- Window restoration
- Parking lot
- Pavilion

Correspondence

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.