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**Board of Library Trustees - Meeting Agenda**

**January 11, 2022**

**4:30 PM**

**Hubbard Memorial Library**

**Director's Report**

**New Business**

- Vote to approve meeting minutes for 12/14/21 Library Board of Trustees meeting
- Stats
    - Pending end of year reporting
- Started Annual Report to be submitted to town
- Have begun to compile vendors to perform an upgrade to the web site
- Will begin the process of soliciting vendors in February for the upcoming janitorial contract
- Aidan has upgraded the Online Resources section of the website with subject category links to provide easier access to content
- Funds Status
    - State Aid - $42K in account, $21K representing the first part of the FY 21 award has been transmitted and is pending deposit into account
        - A second $21K will be transmitted in May or June.
    - Selma May - $13K
    - Memorial Fund - $500
    - We have $49K in our materials budget. I have advised July and Melissa regarding status
- Facilities
    - Lawn Sign
        - Followed up with Kenny Batistas regarding site visit
        - Requested insurance certificates from Chuck's Signs
    - Shed
        - Followed up with Kenny Batista and Steve Santos re: installation
    - Window Restoration have requested updated quotes from multiple vendors to re-submit to Ellie / Capital Improvement Committee for 1/21/22 deadline
    - Reached out to Acacio Sarrazina Masonry re: repairs to exterior entryway
        - Meeting to take place 1/6/22.
- Completed Level I budget process
- Policy maintenance
    - Review / vote on Unaccompanied Adult policy and Security Camera Policy
- Competed initial PowerPoint presentation and consolidated with Kathleen Ouimette for the 250th Celebration Committee

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  - Will be presenting to the town at an upcoming meeting
- Digitization
  - Have begun work on photographing the remaining 42 glass plate negatives images
    - Will upload to the Digital Commonwealth upon completion of editing
  - Mailed the Microfilm collection to Inception Technologies for digitization in the amount of $6,600.
    - Collection consists of Town records (4 reels), Birth Marriage and Death Records (23 reels) and the Register (43 reels).
  - Started to inventory remaining portions of the local history collection

**Old Business**

- Window restoration
- Parking lot
- Pavilion

**Correspondence**

Town Memo 5-20-22

**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.