Board of Library Trustees - Meeting Agenda

August 9, 2022

10:30 AM

Hubbard Memorial Library

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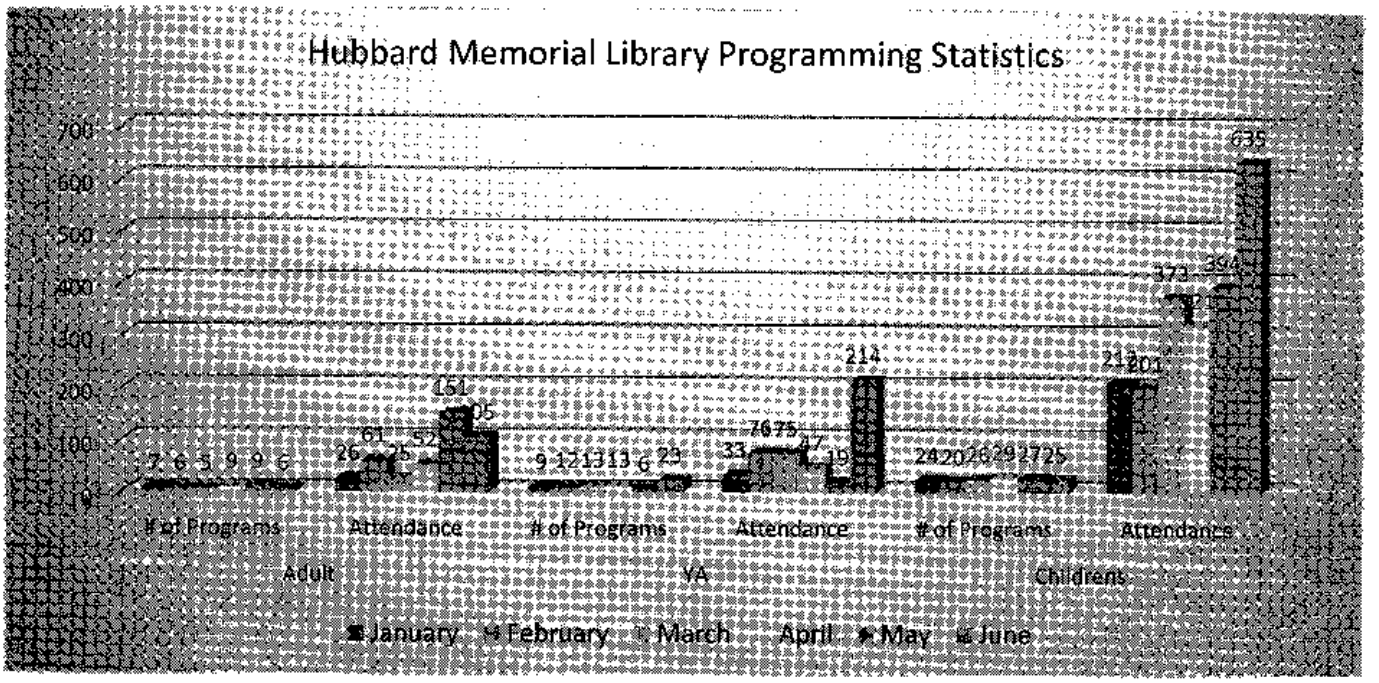
Director's Report

New Business

- Vote to approve meeting minutes for 6/7/22 Library Board of Trustees meeting
- Stats



- **Collection Development**
  - Weeding is ongoing
  - Purchased two new Oculus Quests, 17' inflatable outdoor projection screen / 5 sets of new shelving
- **Car Show**
  - Ordered Dinn Brothers Trophies 7-14-22
  - Reached out to Jo from Allfaze Auto re: judging the car show
  - Will be working 12-8 each Tuesday night coming up to hand out flyers at the Elks Car show
- **Facilities**
  - Placed a support ticket with IT for a new PC plus dual monitor configuration – 7/26
  - Called Valley Communication re: installation of new phone for Reference desk – 7/26

- Followed up with Accounting re: janitorial contract – 8/2
  - Drafted contract to be executed by Library Director, Trustees, and the vendor
- Reached out to building inspector to assist with drain issue in the boiler room. Left message 7/20.
- Linda Collette and Melissa Rickson worked on reorganizing the staff storage area
- The new Chief Procurement Officer will be handling the Window Restoration procurement
- Requested bid for restoration work to be done on stained glass window – 7/14
  - Leo's Glass Works – submitting bid
  - Paulson Stained Glass – site visit 7/18 scheduled 7/14
  - Called and left message with New England Stained Glass – 7/14

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- **Digitization**
  - Completed scanning of some loaned content
- **Staff**
  - Completed staff evaluations
  - Reached out to HR re: coordinating start of new Reference / Technology Librarian position – 7/27
  - Interviews for Reference / Technology Librarian completed. A final candidate has been selected.
  - Drafted language regarding staff lunch usage
- **Strategic Plan**
  - A new full time librarian level position has been funded and filled
  - Melissa completed the Emergency Action Plan – 7/27
  - Significant progress has been made in digitizing local history content
- **Marketing**
  - Will be assisting the Town Clerk's office with the public notice for the State Primary on 9/6/22 using our lawn sign. – 7/14
  - Provided interview for Spectrum News broadcast – 6/29
  - Keystone Commons presentation 19 in attendance
- **State Aid**
  - ARIS – due 8/26
  - Financial report – opens – 8/8
  - Financial report – closes – 10/7

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- Weeding is ongoing
- Contracts
- Facilities

Old Business

- Parking lot

Correspondence

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.