Board of Library Trustees - Meeting Agenda

September 13, 2022

4:00 PM

Hubbard Memorial Library

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Director's Report

New Business

- **Vote to approve meeting minutes for 8/9/22 Library Board of Trustees meeting**
- **Professional Development Day**
- **Answering Machine message -needs to be updated**
- **Suggestion Box**
- **Lights on the lower level**
- **Policy**
  - Review / vote on approval of Management Scheduling Exceptions policy
- **Collection Development**
  - Weeding is ongoing
  - Tracy will be helping with non-fiction collection development
  - Transitioned from subscription Mometrix Test Preparation database to a MBLC funded statewide resource – Peterson's Test Preparation
- **Car Show**
  - Tracy Snow is the point person for this year's car show
    - She has coordinated with the Friends
- **Facilities**
  - The new Chief Procurement Officer will be handling the Window Restoration procurement
    - I have submitted necessary documentation to her office and had an initial discussion with her.
  - Requested That Leo's Glass Works perform the restoration of the stained-glass window
  - Had CJ Carpentry perform repair work to: Reference shelving section and exterior painting
  - Grodsky came in to address blown fuses in the second floor HVAC unit
  - I had Fletcher Sewer and Drain come in and evaluate / replace the failed sump pump located in the Boiler Room
  - T & S Professional Cleaning Services will be performing carpet maintenance on an as needed basis for FY 23.
  - Representatives from the town performed a building assessment as part of a municipal initiative
    - A report will be generated and further discussion to take place with Marc Strange / Building Inspector's Office

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- **Contracts**
  - Elevator – I executed the Elevator Preventative Maintenance contract
  - Cleaning – I have provided all necessary documentation to Accounting
- **Strategic Plan Review**
  - 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.
  - Providing publicity for: FESTA, Car Show, programming….
- **State Aid**
  - ARIS – completed
  - Financial report – in progress
    - Baker & Taylor's services have been temporarily affected by a ransomware attack – in process of recovering functions
  - Financial report – closes – 10/7

Old Business

- Parking lot

Correspondence

Executive Session

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.