Board of Library Trustees - Meeting Agenda

October 11, 2022

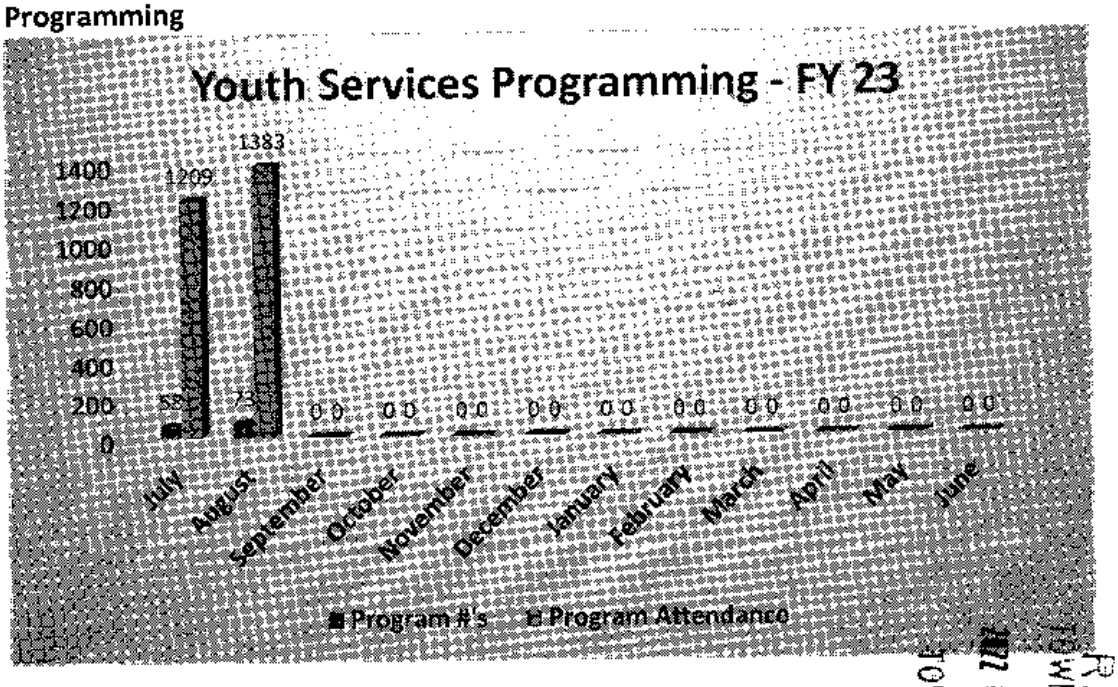
4:00 PM

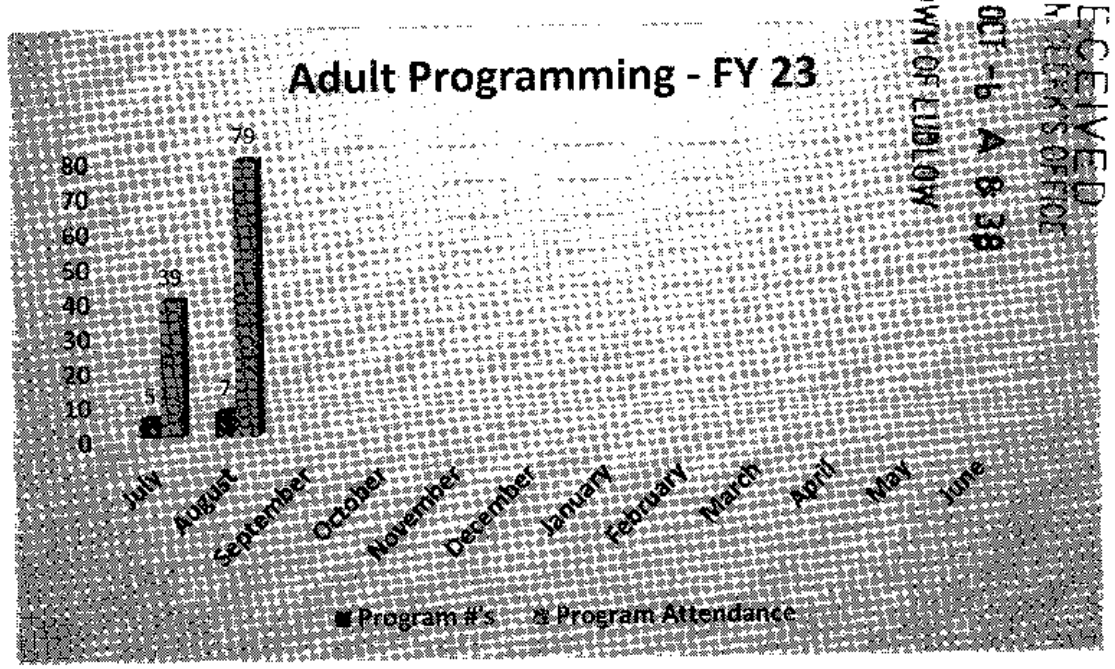
Hubbard Memorial Library

Director's Report

New Business

- **Vote to approve meeting minutes for 9/13/22 Library Board of Trustees meeting**
- **Programming**





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- **Policy**
  - Vote on / approval of Circulation policy
- **Collection Development**
  - Weeding is ongoing
  - Tracy will be helping with non-fiction collection development
  - Tracy and Aidan are performing weeding and removal of lost / billed / missing titles from our online catalog
- **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.
  - Placed a request to obtain one new improved water fountains with touchless bottle filling functionality for Youth Services
  - Leo's Glass Works has removed the stained-glass window for restoration
  - T & S Professional Cleaning Services performed carpet maintenance
  - Pat and Tracy applied for funding from the Massachusetts Cultural Council for repair / painting of some interior walls in the Program Room / Conference Room, 2nd floor hallway, stairwells, staff room
- **Staff Development**
  - Planning for a staff development training day
  - Scheduled a Fire Drill
- **Digitization**
  - Pat will be attending a Historical Commission meeting on 9/28 to obtain permission to send out materials to be digitized by the Digital Commonwealth
  - Acquired a new slide / film scanning device to assist in digitizing those material formats
- **Budget**
  - Submitting Level I budget requests to Human Resources by 10/15.
  - Level I budget is due to Accounting by 11/15
- **Contracts**
  - The Town Clerk's office advised of new legislation that requires vendors contracted by the town complete ethicc training from the state of Mass.
- **Marketing**
  - The town has contracted with Guilfoil PR to have publicity provided for events.... 12 press releases per month are allowed.
- **State Aid**
  - ARIS – completed
  - Financial report – completed

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- **Other**
  - Pat went before the Board of Selectmen to inquire about a trustee stipend. The BOS requested comparable information from other like sized towns.

Old Business

- Parking lot

Correspondence

Town memos

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.

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