Board of Library Trustees - Meeting Agenda

December 13, 2022

5:30 PM

Hubbard Memorial Library

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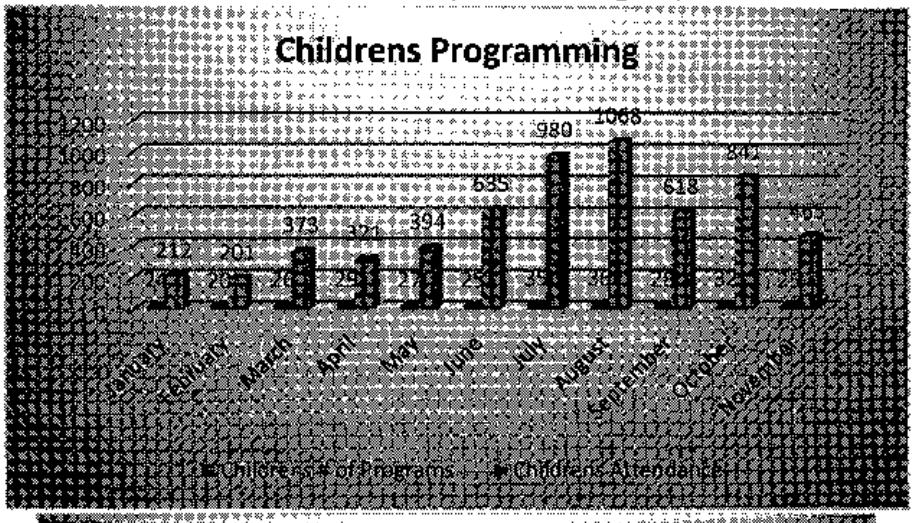
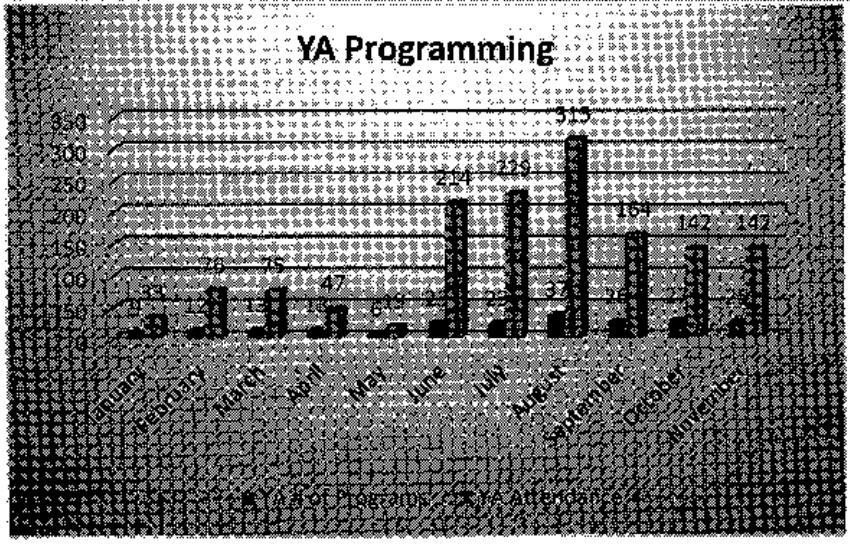
Director's Report

New Business

- **Vote to approve meeting minutes for 11/15/22 Library Board of Trustees meeting**
- **Programming**
  - November Adult reporting not submitted yet
    - Wire Wrap Bracelet making
    - Sign Language Rocks
  - Maria Dias' Taste of Portugal program was very successful – 27 attendees with 3500 virtual plus other social media platforms
  - Aidan started an Adult Geek Meetup discussion group





- **Collection Development**
  - Video games have ben transferred to the actual cases on the shelves
  - Melissa and Amanda will be working on transferring all of the DVD collection to the actual cases
- **Facilities**
  - The new Chief Procurement Officer will be handling the Window Restoration procurement
    - I have submitted necessary documentation to her office and had two meetings with Lori and consultants.
  - Grodsky performed repair work on the boiler motor and fixed a malfunctioning temperature senor
  - Window Restoration Project - Testing has been conducted on the Windows / Walls / Exterior door for asbestos / lead
    - Working with Lori Belanger, CPO for the town to generate a RFP for the project
  - Large Print reading room – reached out to vendor to obtain additional shelving sections. Requested a quote.
    - Aidan and Tracy have added new shelving to the upper section to allow for improved accessibility
- **Staff Development / Staff**
  - Conducted interview along with Linda Collette, Trustee Chairperson for the Library Clerk position.
  - December meeting with Accounting / Marc Strange re: new position / classification requests
  - Requested that staff complete First Amendment auditor training
- **Local History / Digitization**
  - Pat has been working on using archival storage to rehouse film negatives and gathering metadata from Historical Commission materials.
    - In preparation for sending out to be digitized by the Boston Public Library
  - Tracy has been working on having an Archival expert from the MBLC come out to perform an assessment of our historical Collections.
- **Budget**
  - Submitted Level I budget.
  - Met with Lori Belanger, Chief Procurement Officer / Department Head meeting re: new procurement procedures that will be adopted by the town
  - Budget review
    - Awaiting information from re: compensation study / new position
- **Strategic Planning**
  - Review draft action plan creating working group and initial steps

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Old Business

- Parking lot

Correspondence

- Draft Action Plan
- Level 1 budget document

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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.