Board of Library Trustees – Meeting Minutes
January 10, 2023
5:30 PM
Hubbard Memorial Library

Director's Report

New Business:

- **Approved meeting minutes for 12/13/22 Library Board of Trustees meeting.**
- **Patrick discussed programming:**
  - Aidan – High school Dungeons and Dragons Club. Twenty two attendees.
  - Tracy / Melissa – Body Balm Making program. Twenty one attendees.
  - Patrick noted that the monthly program reporting for December is not complete as all was not reported due to staff being out on medical leave.
- **Collection Development:**
  - Ongoing weeding is taking place
- **Patrick reported to the committee a facilities update:**
  - Patrick worked with Linda Collette and Tracy Snow to redesign the Conference Room.
    - Completed removal of dismantled computer desk and extra table from the program Room / conference Room.
  - Patrick is in the process of obtaining a white board from the Veteran's Park School for the big conference room.
  - Patrick is working with Worcester Elevator to address issues with the basement elevator button and down arrow lighted indicator.
  - Patrick reached out to IT re: security camera footage. They indicated that several interior security cameras were not working.
    - IT and Pat ordered replacement parts.
  - Lapierre Electric came out to address the failed exterior pole light located near the parking lot and was fixed.
  - Lori Belanger the Chief Procurement Officer will be handling the Window Restoration procurement and information will be forthcoming.
    - Window Restoration Project - Testing has been completed on the windows / walls / exterior door for asbestos / lead.
      - Awaiting receipt of report.
    - Patrick will work with Lori Belanger to generate an RFP for the window project.
- **Patrick discussed - Staff Development / Staff**
  - The new Library Clerk Morgan Stapelton will be starting on 1/17/23.
  - During the December meeting with Accounting and Marc Strange, Pat discussed the new full-time position need for the library in Youth Services.
  - Pat completed the contract for intern Lynn Bradford a student from Simmons College. Lynn will assist in multiple tasks. Her start date is 1/10/23, with 20 hours per week for a total of 135 hours.

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- **Patrick discussed 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.
- **Patrick reported on the Budget:**
  - He has submitted the Level I budget to Marc Strange.
    - Pat is awaiting the Board of Selectman's decision regarding converting part-time Library Aid position in Youth Services to a full-time position.
- **Patrick discussed the Strategic Planning:**
  - Pat and the trustees reviewed a draft action plan which creates working groups and initial steps.
  - Patrick and Linda are soliciting input from multiple consultants.
    - They are working on developing a: Scope of work for the consultant.
    - They have received one proposal and have two meetings scheduled with additional consultants.
  - Pat solicited staff and trustee input regarding community stakeholders.
  - Patrick has upload resources to the Google Drive in the Strategic Plan folder for all to see.
  - Community sample questions are being developed.
  - Community survey being developed.

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Old Business:

- Parking lot – on going.
- Window Restoration Project – See notes above.

Correspondence:

- Pronevitz Library Consulting Strategic Plan proposal

The next meeting will be February 7, 2023 at 4:00 pm.

The meeting adjourned at: 6:05 pm.

Adjourn to enter into executive session at 6:05 pm.

Kindly submitted by

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: 6-6-23

By Board of Trustees:

Linda J Collette — 6.6.23

Name — Date

Kathleen Ouimette — 6/6/23

Name — Date

Nancy Guinipero — 6/6/2023

Name — Date

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