Board of Library Trustees - Meeting Agenda

February 7, 2023

4:00 PM

Hubbard Memorial Library

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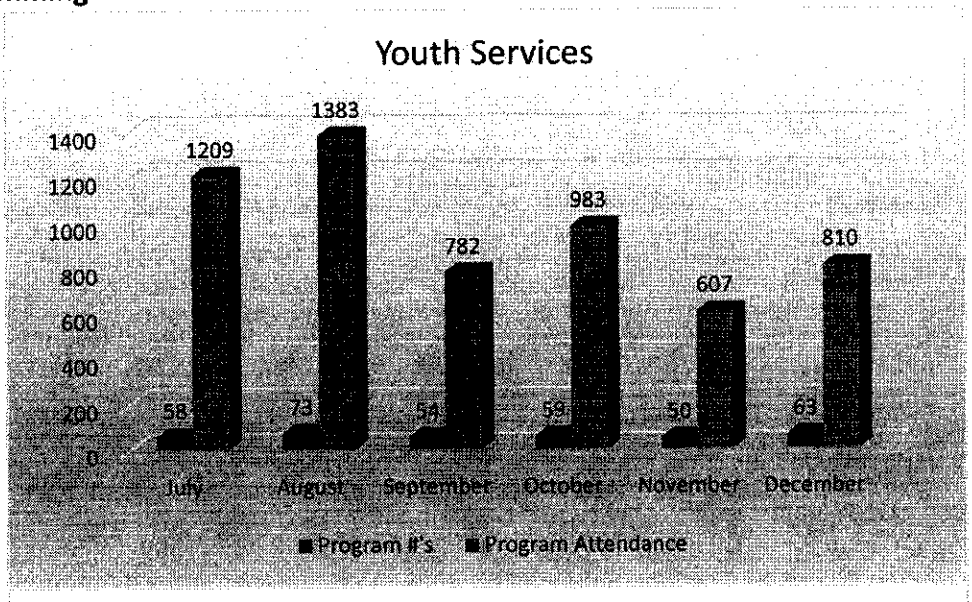
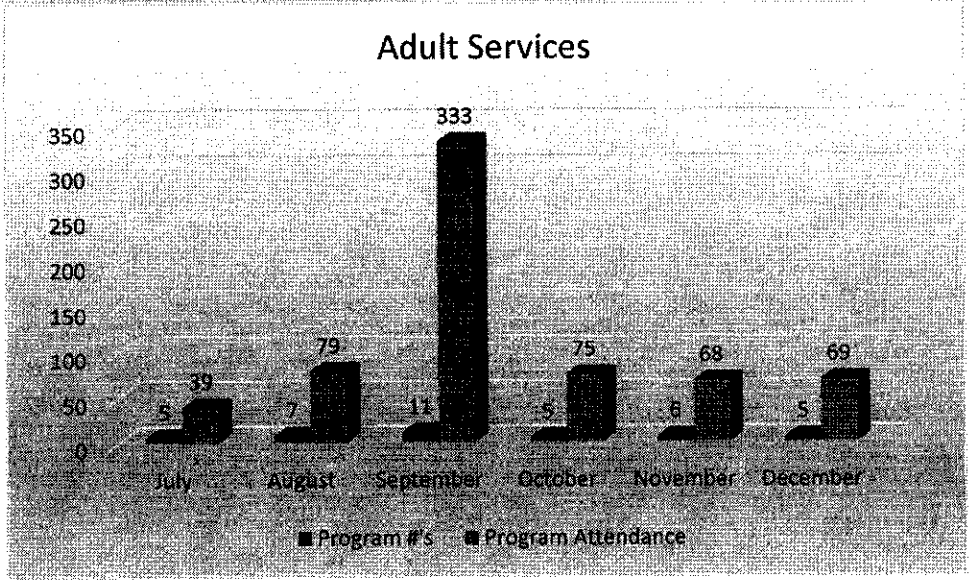
Director's Report

New Business

- Vote to approve meeting minutes for 1/10/23 Library Board of Trustees meeting
- **Safety**
  - Attended Safety Committee Meeting
    - Staff training to follow
- **Programming**





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- **Collection Development**
  - Ongoing weeding is taking place
  - Identified a new Health and Wellness database for teens – awaiting review by July
  - Tracy, Aidan, and Lynn Bradford completed the reorganization of the Large Print / Magazine collections to improve accessibility
  - Tracy is weeding Adult non-fiction to create space for the relocation of the Graphic Novel Collection
- **Facilities**
  - The new Chief Procurement Officer will be handling the Window Restoration procurement
    - Working with Lori Belanger, CPO for the town to generate an RFP for the project
  - Called Worcester elevator to correct basement elevator button issue
    - They came out 1/6 and repaired elevator
  - Ordered a new clock for the Program Room
  - Called Stanley Access Technologies re: repair of faltering / unpowered interior door
  - Had Fletcher Sewer and Drain come out and repair failing sump pump – in process
    - Reached out to Scott's Plumbing to correct check valve problem in sump pump system
  - Getting a new fax machine
  - Joe Mole
    - installed a mantlepiece in the Program Room
    - repaired some loose treads in the turret
    - Furniture gliders have been received and Joe will be installing them 2/1
    - Will be working on shoring up shelving units

- **Staff Development / Staff**
  - Changed PT Library Aid position to a classification scale
  - Morgan Stapleton has started her position as Library Clerk
  - Held first Management Meeting to take place monthly
  - Submitted staff training request to MLS for April / May

- **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
  - An archival expert from the MBLC will be come out to perform an assessment of our historical Collections.

- Completed digitization of 313 slides from the Bicentennial parade and activities for the town
- Received 4 oversized photograph boxes to house the oversize collection of pictures
  - Intern Lynn Bradford will be working on re-housing those images and compiling metadata
    - On Feb 14th, the consultant form Boston Public Library / Digital Commonwealth will take some of the rehoused materials to digitize
- Completed "Answering Your Questions About Metadata" webinar.
- Lynn Bradford has completed 18 EBooks of historical material as well as a E resources brochure

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- **Marketing**
  - Requested that Aidan add a notice regarding fines and Newsbank Special Reports access instructions and topics to the News section and slideshow for the website.
  - Reached out to Rhyme Digital to obtain a quote for a website calendar upgrade

- **Budget**
  - Submitted adjustment to Level II budget.
    - Awaiting BOS decision regarding converting PT Library Aid position in Youth Services to a FT position
  - Tracy and I completed an unrestricted grant application to the Massachusetts Cultural Council. We were awarded $46,010.
    - I am in the process of executing the contract
- **Strategic Planning**
  - Developed scope of work for SP consultant
  - SP consultant outreach
    - Solicited input from multiple consultants
    - Have meetings scheduled with Michelle Eberle from MLS to discuss components of Meeting 1
    - Have two Zoom meetings scheduled with Abby Straus and Deb Hoadley to obtain input re: hiring to facilitate Meeting 2 & 3
  - Completed review of draft action plan creating working group and initial steps
  - Have continued to upload resources to the Google Drive SP folder
    - Community survey samples
      - Completed draft Adult Survey
    - In process of compiling usage stats by hour / day for visitors to Adult / Youth Services
- Contracts

- Gave a tour of the facility and scope of work to Savino Melluzzo President of New Clean LLC

Old Business

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- Parking lot
- Window Restoration Project

Executive Session

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.