Board of Library Trustees - Meeting Agenda

May 2, 2023

2:00 PM

Hubbard Memorial Library

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Vote to approve meeting minutes for 4/4/23 Library Board of Trustees meeting

Director's Report

New Business

- **Policies**

- **Collection Development**
  - Ongoing weeding is taking place, juvenile DVD collection weeded and cases removed to make space for future endeavors. Adult DVDs being put into cases and staff will eventually no longer need to pull from sleeves at checkout or re-file.
  - We are looking into giving the security cases we won't use to Lori for the town auction
- **Facilities**
  - Emergency door
  - Bench or railings along walkway?
  - DPW fixed hanging vent
  - Alarm panel outdated
  - Elevator Inspection
  - Window Restoration Project
    - Lori Belanger and Jamie Tomas came for a walk through with potential bidders on 4/6
    - We were told the project may be more expensive than originally thought, bids received by procurement
    - Tracy has some grant ideas in mind.
- **Staff Development / Staff**
  - I took "Leading With Confidence: Best Practices for New and Emerging Library Managers, Leaders, and Supervisors" (LibraryWorks Webinar) via Massachusetts Library System and Public Library Directors 101 (Chief Officers of State Library Agencies) via WebJunction

- Staff members had ability to meet with American Fidelity regarding additional insurance options/ FSA.
- NELA (New England Library Association) conference coming to Springfield in October. Would be nice for some staff to attend. That line item only has $200.
- Classification plan review / open positions

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- **Local History / Digitization**
  - Aidan has been working on using archival storage to rehouse film negatives and gathering metadata. They also moved many historical things that were improperly stored in the director's office to the cabinets.
  - Morgan has been posting newly digitized photos to Facebook
  - Yearbooks went to BPL for digitization

- **Marketing**
  - Morgan began social media outreach and marketing using Facebook.
  - Melissa added Kanopy to the website, asked Amanda to look into adding it to our catalog if possible, asked Tracy to begin to market it. (was acquired in the fall and not yet promoted)
- **Outreach**
  - Melissa working with senior center to provide books to their book club.
  - Pathways for parents holding youth and adult programs with the library
- **Advocacy**
  - Melissa e-mailed Aaron Saunders regarding amendments before the House of Representatives that affect State Aid to Public Libraries.
- **Budget**
- **Strategic Planning**
  - Staff met with consultant for a staff focus group meeting
  - Community focus group was held
- **Contracts**
  - We have 4 bids, turned in to Procurement for the Janitorial Contract
  - Photocopier- we own, 8 yrs old, service contract w/ Ricoh. We'd like newer technology, ability to fax and scan at copier. Spoke to procurement, looking into joining town contract with Xerox after July 1.

Old Business

- Parking lot

Correspondence

- Incidence report 4/13

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Executive Session

Town memos

Notices from other boards.

The next meeting to be set June 6 4 PM?

*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.