

**Board of Library Trustees - Meeting Agenda**

January 4<sup>th</sup>, 2019

1:30 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on October Hubbard Memorial Library Board of Trustees meeting minutes
- Grant Implementation:
  - all of the furniture originally outlined in the grant application has been acquired
  - The staff came up with the idea of purchasing a display case to assist in the marketing and promotion of our new tech. the location will be in the Youth Services room adjacent to the staircase entrance
    - I researched an appropriate display case which is made of tempered glass which carries a minimal risk of injury should it be broken. I purchased a case for \$1498.00
  - A significant amount of technology has arrived and is in the process of being cataloged for circulation
- Review and vote on the modified PT Library Aide position.
  - The modified position will go to the town selectmen on the 1/8/19 meeting
- I have coordinated with RICOH to have the service, supplies, and maintenance covered under a contract going forward.
  - An preliminary inspection has taken place
  - One single bill for copier service was \$784.00 – the new contract will save the library significant funds
- Library News section on the website to be updated on a monthly basis.
- I have reached out to the new Activities Director at the Senior Center, Kristen Burgess to coordinate our services and promote resources the library can provide to that population
  - Computer classes
  - Story Groups – ongoing
  - Large print collections
  - New circulating tech....
- The new ESL Conversation Group will be starting in mid to late January
- Adult Services staff have consolidated our DVD / Blue Ray non-fiction and foreign film collection to improve accessibility

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#### Old Business

- I have requested that the IT department obtain two media PCs for the grant
- HVAC bid – due to take place in the Spring
- Parking lot addition should take place in the Summer

#### Correspondence

- Job Description: PT Library Assistant 1.3, 1.3A, 1.5
- Reclassification letter of explanation

#### Executive Session

Discussion: Open

The February 2019 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.**