



Hubbard Public Library
Board of Trustees Meeting
5:00 P.M. Monday, October 10, 2022

AGENDA

I. Call to order

A. *Boyd* *Carstone* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*
 Bray *Hegedus*

B. Excuse absent Trustees

 Boyd *Carstone* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

II. Agenda

A. Approval of Agenda

 Boyd *Carstone* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

B. Recognition of Guests

- Ken Newell, Friends Liaison

III. Old Business

A. Reading of the Minutes

- September 12, 2022 Regular Board Meeting

D. Committee Reports

- Finance
- Personnel
- Building and Grounds
- Audit
- Records

IV. New Business

A. Correspondence/ Public Address

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities:

- a. Usage Statistics
- b. Department Updates

2. Motion to approve updates to Administrative Assistant Job Description. (draft enclosed)

 Boyd *Carstone* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

3. Motion to approve posting full time Administrative Assistant position at \$10.50 per hour

 Boyd *Carstone* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

4. Motion to approve updates to Head Adult Public Services Assistant Job Description. (draft enclosed)

 Boyd *Carstone* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

5. Motion to approve updates to Adult Pubic Services Assistant Job Description. (draft enclosed)

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

6. Motion to approve updates to the DVD Lending Policy. (draft enclosed)

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

7. Motion to approve updates to the Video Game Lending Policy. (draft enclosed)

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

8. Motion to approve Teen Library Fine and Fee Forgiveness Program Policy. (draft enclosed)

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

9. Motion to approve removal from inventory Proxima projector 5950 item number I99-07. Disposal to Friends of the Library.

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

10. Motion to approve removal from inventory Proxima projector 5900 item number I98-15. Disposal to Friends of the Library.

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

V. Items too late for the Agenda

**The next regular Board meeting is scheduled for 5:00 P.M. on
Monday, November 14, 2022.**