Hubbard Memorial Library
Board of Library Trustees
Minutes—March 7, 2017

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Attendees: Chris Davis, Bob Mishol, Judy Kelly

Meeting was called to order at 2:00 PM
Minutes of the previous meeting were approved.

Director's Report

1.ChargeTech charging stations have been received and installed. The Friends are supporting the cost ($550.00) of one of the stations.

2. Both program rooms now have new Hunter Douglas shades installed. Measurements taken for the bay window in the Reference Room.

3. Elevator passed inspection. Bay State Elevator sends notification prior to inspection each year. Judy indicated that the sprinkler system should be checked once a year. This is currently being done by BayState Sprinkler.

4. Janitorial contract has been bid, and a new vendor has been selected. The new vendor was the low bidder. It will be T & S Professional Cleaning Service, Westfield, MA.

5. Friends' Mini Golf deemed a success. Chris Casagrande reported that she deposited $807.00 into their account from the event.

6. The Strategic Planning Committee held its final meeting on March 2. Judy and Chris are now working on the final stages of the Report. Our consultant Susan has offered her assistance.

7. The building gutter cleaning which had begun in the fall, but not able to be completed, has now been completed.

8. Director job posting time extended on the MBLC website.

9. The Finance Committee budget hearing on 2/27/17 was discussed. It was the consensus that the hearing went well. The Town will be paying for electric utilites and gas, and we will be receiving our full materials amount.

Correspondence

1. Friends of the Library minutes, 12/20/16; 2/28/17.
2. Friends Mini Golf event totals.
3. Town Administration: Opening of Warrant for Town Meeting, May 8, 2017.
4. PublicFax Server 2/1/17-2/28/17. Although there was only modest activity, it was felt that there would be more usage once the patrons were aware of this new service.

The meeting adjourned at 3:15 to go into Executive Session.

The next meeting is scheduled for April 4th at 2 PM.

Respectfully submitted
Robert Mishol