Board of Library Trustees

Hubbard Memorial Library

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12/7/17

Attendees: Chris Davis, Robert Mishol, Patrick McGowan and Elaine M. Karalekas

Meeting was called to order at 1:40 p.m.

Director's Report

1. Bob and Chris voted to accept the minutes with 2 small changes.
2. Circulation procedures out of state policies. Agreed with current policy, not allowable and privileges of out state card issuance with a fee for de-certified libraries.
3. Nametags for staff and volunteers.
4. Volunteer posting was submitted.
5. Volunteer application for adults, Patrick will check about CORI with the town.
6. LSTA grant status with an amended grant and letter of intent completed.
7. MBLC action plan completed.
8. Strategic Plan implementation spreadsheet/g drive account explained. Staff members will be able to input comments.
9. Vacation request form approval.
10. Staff goals will start on 1/1/18.
11. Senior abatement reporting has been completed.
12. MUNIS problem on Patrick's desktop for the past week.
13. State award notice of about $14,800. The next installment in 5/18.
14. Friends coffee station is under consideration for now.
15. There is a potential for a financial literacy workshop with Springfield Partners for Community Action.
16. Procedure manual deadline-pushed back until 6/1/18.
17. Plan for staff training day- ½ 2 PC classes, ½ time management workshop.
18. Quote from World Trade Press, $1000. For 4 databases - A-Z World Food, Maps, USA, and Global State World with animals etc.
19. Children's CD case was moved upstairs on 11/27/17.
20. Two shelving units for the Children's Room will be delivered in 40 days.
21. Joe Molè, a carpenter will assist in installation projects, repairs to conference room table and removal of the partitions on YA PC table. Future projects will be repair of damaged stairwell sheetrock, installation of shelving, and digital signage.
22. Heating system boiler problems. Patrick will check with for records of what was upgraded
23. 6 new magazines were ordered.

Correspondence

MBLC State Library Aid certificate.
The next meeting will be January 2nd, 2018 at 1 o'clock.

Respectfully submitted by
Elaine M. Karalekas

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