Hubbard Memorial Library
Board of Trustees
Minutes, April 4, 2019

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Attendees: Chris Davis, Robert Mishol, Garett Day, Patrick McGowan
Meeting called to order at 4:09 P.M.
Reorganizational meeting: Chris Davis was elected was Chair, Robert Mishol as Secretary.

Minutes of the March 5, 2019 meeting were approved.

Director's Report
New Business

Grant Implementation
Mid-term reporting is almost complete
A focus group will be conducted with the pre-teen and teen age groups to obtain further feedback to be included in the Mid-term reporting.
Patrick attended a meeting of the Senior Dementia initiative and will be working on promoting events with Ludlow Community TV and on the Channel 22 calendar.
The Library will be receiving a Dementia Friendly sticker to certify that our organization has received the requisite training.
Patrick has received a certificate for completion of Librarian Evolution: Libraries Thrive When We Change Webinar.
The evaluation of the Wi-Fi hotspot surveys has been completed. This illustrates the positive perception and potential demand for these and other loaned devices. The next step will be to create a User Agreement.
A successful new collaboration was held with the Ludlow Area Adult Learning Center ESL group.
A Green Screen class was held as a precursor to the creation of a "commercial" for the ESL programming.
IT is working on resolving an issue with our Wi-Fi which has been down for over a week.
The updated Security Camera Policy was reviewed and approved.
Patrick presented a proposed new Reference Services Policy. This will be voted on at our next meeting.
Patrick obtained a quote from a new periodicals vendor, Rivistas, to replace EBSCO. This will result in a savings of$822.86.
The Library has subscribed to two new databases, BookFlix and TrueFlix, which are geared to Children's audiences. They have been added to our website.
Patrick has reached out to Fire Equipment, Inc. to modify a quote for equipment inspection to reflect 7/1/19, based on a discussion with Ellie Villano, Town Administrator.
The town will be assuming the new contract, saving the library $482.00

Old Business

HVAC bid—due to take place in the spring.
Parking lot addition will not take place this year. There are no funds in the budget.

Correspondence

WiFi Hot Spot evaluation

LSTA Grant financial reporting
Security Camera Policy

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Town Notice – Payroll/Bills Authorization Form
Town Notice – Board Reorganization

The meeting adjourned at 5:15 P.M.

The next meeting will be Monday, May 6, at 4 P.M.

Respectfully submitted by

Robert Mishol