Hubbard Memorial Library
Board of Trustees
Minutes, May 6, 2019

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Attendees: Chris Davis, Robert Mishol, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the April 4, 2019 meeting were approved.

Director's Report
New Business

Grant Implementation
Mid-term reporting has been submitted
Pat and July met with Lyndsay Forbes, Project Manager and Grants Specialist, on 4/23 to review the project so far, and planning for the rest of the grant period.
Everything is going well
Some staff duties were adjusted to consolidate periodicals and website maintenance.
Melissa and Pat have started weeding of materials in the Fiction and Non-fiction collections.
Pat placed an order for Wi-Fi hotspots from Techsoup. There is a $60 admin fee for up to five hotspots. The library would be responsible for data fees at the rate of $10 per month. ($120 per year per device)
The Friends of the Library were asked if they could apply for a Canva account, which would provide free access to this graphic design software.
Pat completed an intro to Canva webinar.
The Reference Area was reconfigured to allow for an additional table.
Pat will be attending a Zonta fundraising event tonight. This event is held to raise funds for the purchase of library books covering current issues affecting women.
Grodsky was at the library to address temperature settings. Discovered that the coolant was low and subsequently quoted a price for repairs in the amount of $4562. Because the HVAC cannot cool Pat purchased fans to address the situation.
Chair Davis expressed concern over the delay with the HVAC bid, and Pat stated that he has made the Town administrator aware of the urgency of the situation.

Old Business
Parking lot addition will not happen this year.

Correspondence
Annual Town Meeting Warrant
Special Town Meeting Warrant

The meeting adjourned to Executive Session at 4:55 P.M.
The meeting adjourned at 5:30 P.M.

The next meeting will be Monday, June 3 at 4:00 P.M.
Respectfully submitted by

Robert Mishol, Secretary