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

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TOWN OF LUDLOW

Attendees: Chris Davis, Robert Mishol, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the October 7, 2019 meeting were approved

Director's Report
New Business
The Finance Committee has agreed to have the library host their 11/20 meeting.
They may agree to periodically hold other meetings at the library.
It was the consensus that Pat would conduct a tour of the library, and Chris would give a summary of the Strategic Plan.

Pat advised the Trustees that the Oral History Project was continuing as a work in progress.

The possibility of a grant for Collection Assessment for FY22 was being looked into.

The Strategic Plan was reviewed and discussed.

The Homebound Delivery Policy and Questionnaire require changes and will be brought back at our next meeting.

The Performance Evaluation document, based on the one the Town of Ludlow uses, was approved with minor amendments.
It will not be used until the next calendar year.

Discussion of sick time usage and documentation was deferred until next month.

The library received a very nice framed picture donation from Bonnie Fonseca.

A corroded 4" sprinkler pipe is being repaired, and the air compressor will be evaluated regarding its operating life.

Pat indicated that we should initiate discussions on facilities maintenance priorities.
He has replaced many of the older lights with High Efficiency lights.

The Town Administrator suggested to Pat that the parking lot addition should be forwarded as a capital project, but there is a question as to whether the library or the town should present this.

The meeting adjourned at 5:15 P.M.
The next meeting will be December 2, 2019 at 4:00P.M.

Respectfully submitted,
Robert Mishol, Secretary.