Board of Library Trustees –
December 2nd, 2019 Meeting Notes
Hubbard Memorial Library

RECEIVED
TOWN CLERK'S OFFICE
2020 JAN -8 I A 10: 30
TOWN OF LUDLOW

New Business

Vote on minutes of 11/4/19 Trustee Meeting – Approved

Strategic Plan Action Plan has been submitted to the MLBC

Accepted

Allows for position in Adult Services / Reference Librarian

Discuss/vote on Adult volunteer (homebound delivery) language and policies

Have Bob check the document

Will vote on policy next meeting

New MBLC initiative – LEA allowing inter-consortia borrowing of eBooks and audiobooks

Make resources more effectively available

Allows patron to borrow from libraries throughout the state, not just local

Been in use since July

New potential CW-MARS eCard

These will allow the patron to borrow electronic books, not books in hand

C/W Mars has a new public facing website promoting network resources

Makes state more accessible

I signed up for a new database – AtoZ Food USA

$250 – effective 1/1/20

Will be starting the process of developing an Emergency Evacuation Plant with Garett (Library Trustee)

Meet on 12/18/19

In early December, the MBLC will be announcing the second group of libraries to qualify for State Aid

The Hubbard Memorial Library will be in that group

Reporting was good

Hopefully meets to budget - $15,000 in Dec. and $15,000 in May

Submitted Level I of the budget recommendation to Accounting

Includes a FT Reverence/Adult Services Librarian position - $55,000 salary

Reduction in repair line item

Increase in Materials budget$78,000 to $82,000 to qualify for State aid (15%)

RECEIVED
TOWN CLERK'S OFFICE
2020 JAN -8 I A 10: 30
TOWN OF LUDLOW

ESL Conversation Group will be starting December 9th (delayed from Dec 2nd because of the storm)

Senior Abatement reporting has been completed – 6 – 7 people

Facilities

Janitor's closet faucet has been repaired – $4 – 500 expense

Faulty HVAC sensor module has been replaced – software devices replaced ($2000)

Brings state aid to under $3000

Three lighting fixtures have been upgraded in the boiler room

A corroded 4" sprinkler system does not need to be repaired at this point

Air compressor for the sprinkler system does not need to be repaired at this point

The stumps on town property adjacent to the parking lot have been ground down

Four new prints have need mounted and framed for displayed in the Adult, Young Adult, and stairwell.

Initial discussions with the Trustees to take place regarding facilities maintenance priorities.

Do a walk through and prioritize what needs to be fixed

Old Business

The parking lot addition should happen in FY 21 possibly as a capital project. – letter is out

Correspondence

Executive Session

Discussion Open

The January 2020 meeting date/time has yet to be determined

*Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.

- Assigned duties affected if the libraries get a full-time position
- Next Meeting – January 6th at 4 pm
- Meeting adjourned at 5:03