Hubbard Memorial Library
Board of Trustees
Minutes, January 6, 2020

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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 December 2, 2019 meeting were approved, with minor corrections.

Director's Report
New Business
There was a discussion on the Adult Volunteer language and policies, including Homebound Delivery. It was agreed that a few minor changes were required, so this area will be voted on at our next meeting.

The library was approved and certified for the FY 20 State Aid program

There will be a staff meeting in early January.

It was the consensus that potential staff evaluations would be deferred and reevaluated at a future date.

The ESL conversation group is going well. Pat indicated that refreshments are served, including ice cream, which he made for the last meeting.

MBLC/ MLS are providing new statewide databases starting 1/1/20, including Opposing Viewpoints (currently paid for by our library—we will get an account credit from Gale.)
Heritage Quest is being added as well, complementing Ancestry.

There was a discussion regarding potentially out of grade work being performed by staff.
The Trustees felt that stipends should only be given under unique, extra ordinary situations, with approval of the Trustees, and the appropriate Town authority.

VR has continued to be a draw for both YA and adults.

Pat advised the Trustees that he will be presenting a slightly revised format of the Agenda for future meetings—mentioning what staff are currently working on, or participating in. For this current month, all employees, including Directors, will be shown below:

Pat:
will be meeting with the Police department to continue the development of an Emergency Evacuation plan.
purchased 8 laser tag pistols for use by the patrons in house.
will begin the development of Screencastlify tutorials.
will be performing outreach to the Senior Center on 1/7 .
reviewed with July, a Community Analysis document created by the Pathways for Parents organization
July:
has been conducting significant outreach to the schools and the Pathways for Parents organization.
potential fine elimination
submitted a Cultural Council grant in support of a unicorn program.

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July, continued:
successfully completed a grant application and was awarded that grant in support of the upcoming Summer Reading Program software acquisition.

Olivia:
has been concentrating on developing the YA patron base.
conducting significant outreach to the High School in hopes of reaching a larger YA audience.
developing a series of crafts/ gaming programming which has been well attended.

Melissa:
attending a CW Mars Strategic Planning group.
has developed adult crafts for January to continue this successful program.
Amy is on temporary hiatus for craft programming

Marcelo:
has developed adult/YA programming that has been successful.
Trivia night- monthly
Movie Discussion Group- monthly

Amy:
adult craft programming has been a hit with interest sufficient to drive multiple sessions for patrons.

Amanda:
is in the process of cataloging all new technology intended for circulation to the public.

Facilities
The exterior window sill should be painted in the spring.
The Program Room is another higher priority item for re-painting.
The stumps adjacent to the parking lot have to be flattened out.

Old Business
The parking lot should happen in FY 21 as a capital project.

The meeting adjourned at 5:10 P.M.
The next meeting will be February 3, 2020.

Respectfully submitted,
Robert Mishol, Secretary