Board of Library Trustees - Meeting Agenda

February 3, 2020

4:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Approve January 6th, 2020 Library Board of Trustees meeting minutes
- Vote on Security Camera policy language
- Discuss eliminating fines for seniors / children
- Annual department report has been submitted
- Held staff meeting on Friday 1/17/20
- Completed purchase and installation for round two of VR apps
- Acquired new mobile 50" 4K TV / stand / sound bar / Google Chromecast – located in Conference Room
    - Assist in programming / marketing / VR screen casting
- Created a new incident reporting procedure
- ESL Conversation group is running well

Pat

- Completed Opposing Viewpoints webinar
- Completed Career Transitions webinar
- Scheduled outreach to Senior Center for end of February
- Reached out to police department for further input for Emergency Evacuation plan
- Held a database / VR / library browsing session with LAALC ESL class
- Hosted a Memoir program for LAALC ESL class

July

Received notice of grants/grant-based programs that we received:

- MBLC Summer Learning grant for LARP Land of E. MA to run a full-day live-action role-play game for 4th & 5th graders as players & teens as supporting actors this summer
- Ludlow Cultural Council grant for NH Unicorns to bring 3 unicorns for riding & petting at the beginning of the summer - we expect this to be a fairly huge event!
- LCC grant for Little Engineers, a hands-on program that teaches children basic engineering skills in an open-workshop format by having them construct Rube Goldberg machines

- We continue to use acquisitions from last year's MBLC tech grant in our programs; the button maker for MLK day, sticker maker for our monthly Bullet Journal Club, and we now have a monthly Nintendo Switch tournament which has had great numbers.
- Olivia did after-school VR programs at LHS
- July did school visits to Head Start & SJB
- Blind Date with a Book went live
- We've begun setting up our new website for Beanstack, the new software we'll be using for the next to summer reading programs thanks to an MBLC grant
- Completed the reorganization & relabeling of the graphic novel section, which we'd been working on ever since the section was moved last winter

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Facilities

- Obtained quote for painting of various sections of the library
- Solicited quote from another contractor (more to come)
- Confirm timeframe of building repair

Collections

- Increase DVD # of items loaned from 6 to 10 per household with restriction of 5 new DVDs
- Expanded DVD collection storage allowing for growth of the collection
- Collection weeding is underway
- Special collections are being interfiled for improved access

Homebound Delivery

  - Vote on Homebound Delivery policy language
  - Volunteers are ready to roll
  - Questionnaires delivered to
    - Senior Center
    - Keystone Commons

Old Business

- The parking lot addition should happen in FY 20.

Correspondence

- Staff news
- Homebound Delivery policy documents
- Quote from Pennington Painting Company

Executive Session

Discussion: Open

The March 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.

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