Board of Library Trustees - Meeting Agenda

September 14, 2020

4:00 PM

Hubbard Memorial Library

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2020 SEP 10 P 12:09
TOWN OF LUDLOW

Please be advised that by Order of the Governor- Order suspending certain provisions of the open meeting law, G.L. c.30A, § 20 which limits public access and allows remote participation

Library Board of Trustees
Mon, Sep 14, 2020 4:00 PM - 5:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
https://www.gotomeet.me/pmcgowan2/library-board-of-trustees

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United States (Toll Free): 1 866 899 4679
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Director's Report

New Business

- Vote on approval of 7/6/20 meeting minutes
- The Library curbside delivery and in person appointments are going well
    - Total Library Visits until the end of August: 714
        - Curbside pick-up visits: 532
        - In-person visits: 182
- We will be scaling up virtual Adult Programming starting in October
- Youth Services Programming for month of August
    - Total # of juvenile programs: 16
    - Attendance in juvenile programs: 151
    - Total # of YA programs: 8
    - Attendance in tween & teen programs: 66
- Followed up with DEMCO re: storage cabinet delivery issue – ordered 7/6/20 – supplier issue – reordered a different product
- Facilities planning discussion.
    - Windows
        - Three contractors have visited library to review the status of the exterior windows

- Received completed bid from New England Window Works for $15.3K – see correspondence
    - Jeremy Kindall from NEWW will be able to provide a presentation to the Trustees regarding the project
    - Peter Hamm from Historic Preservation Associates will be able to provide a presentation to the Trustees regarding the project

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- Reached out to Ross Dekle from Mass Historical Commission re: Mass Preservation Projects Fund Grant
    - Preservation Restriction needs to be added – town vote
    - Need general assessment of priorities from an architect
        - Received a listing of Western Mass Preservation architects
- Light Pole
    - Sent an email to Mr. Suprenant at DPW re: light pole 8/24
- MBLC Summer Learning Grant completed for LARP program - $1800 award
- Zoom is an unresponsive vendor. Went with GoToMeeting for a video communication service
- Reached out to PV Financial to obtain a copy of the beneficiary designation that is the basis for the Selma May Fund – see correspondence
- Had Ludlow Linoleum & Carpets come in and inspect the rumples in the carpet in the adult computer / LP area.
    - Will be receiving a written summary of the status and expected level of success for repair
- Requested 2 WIFi hotspots from TechSoup for staff (at the library) use / programming
- Strategic Plan Action Plan is due 12/1/20
- ARIS I has been completed / ARIS II Financial report is in the final stages of completion
    - 10/1/20 deadline
- Completed repairs to: Elevator UP button on Main floor
- Completed Zoom Coffee hour with Senior Center on 7/28
- Reached out to the Fiends to have a virtual meeting in September

Old Business

- Parking lot
- Light pole

Correspondence

- New England Window Works quote
- Selma May beneficiary designation

Executive Session

Discussion: Open

The next 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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