Board of Library Trustees - Meeting Agenda

October 5, 2020

4:00 PM

Hubbard Memorial Library

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2020 SEP 24 P 3:25
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

Google Meet video link:

https://meet.google.com/eji-jsyv-fgb

Director's Report

New Business

- 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
- Received new storage cabinet to house Local History Collections
    - Located in Reference Room
- 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
        - 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
  - Purchased three 3' shelving sections for YA graphic novel collections $2400
- MBLC Summer Learning Grant completed for LARP program, $1800 award
- Zoom is an unresponsive vendor. Went with GoToMeeting for a video communication service
  - Google Meet will be our backup
  - Purchased an additional webcam / microphone headsets to facilitate more meetings
- 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.
  - Received a written summary of the status and expected level of success for repair 9/9/20 – see correspondence
  - Reached out to another vendor, Lucky Sevens Carpets and they are scheduled to perform carpet repairs on 10/6/20 for $350
- Received two 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 completed
- Completed repairs to: Elevator UP button on Main floor
- Completed Zoom Coffee hour with Senior Center on 7/28
- Scheduled 2 Ludlow Area Adult Learning Center video sessions for Library use / database overviews on 10/13 and 10/14
- Reached out to the Fiends to have a virtual meeting in September / October

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Old Business

- Parking lot
- Light pole

Correspondence

- New England Window Works quote
- Selma May beneficiary designation
- Ludlow Linoleum & Carpets estimate

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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