Board of Library Trustees - Meeting Agenda

November 9, 2020

4:00 PM

Hubbard Memorial Library

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2020 OCT 27 A 10: 19
TOWN [illegible]BLOW

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:

meet.google.com/out-qhpk-fej

Or open Meet and enter this code: out-qhpk-fej

Dial in (audio only): (US) +1 601-526-3021 PIN: 259 927 812#
More phone numbers: https://tel.meet/out-qhpk-fej?pin=4699590168091

Director's Report

New Business

- Vote to approve meeting minutes for 10/5/20 Library Board of Trustees meeting
- Attendance
  - Total Library Visitors: 660
  - Curbside pick-up visitors: 469 (we believe this number slightly declined due to the novelty wearing off and patrons not coming down each time an item arrives for them but rather waits until there is a bundle before coming down.)
  - In-person visitors: 191
- Programming
  - Adult Programming Stats:
    - Programs offered=3
    - Attendance= 8
  - Youth Services Programming for month of September
    - Total # of juvenile programs: 26
    - Attendance in juvenile programs: 179
    - Total # of YA programs: 11
    - Attendance in tween & teen programs: 79
- Strategic planning discussion.
  - Strategic Plan Action Plan is due 12/1/20
- Review of Local History Collection Development policy
- Facilities
  - Carpets

        - Rumpled carpet in Reference Room has been repaired
    - Windows / painting
        - Personal Painters stopped by to evaluate the exterior / interior windows / Program Room / Conference Room (separate)
            - They will be submitting a quote
        - Peter Hamm from Historic Preservation Associates will be submitting a quote for window restoration

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TOWN OF LUDLOW

- Outreach
    - Completed two Zoom meeting with Ludlow Area Adult Learning Center
    - Have a Zoom Coffee Hour scheduled for 11/17 with the Senior Center
- Sent a follow-up email to the Friends – they will try to hold a meeting in November.

Old Business

- Parking lot
- Light pole

Correspondence

- Local History Collection Development Policy draft 1.0
- Collection Development Policy

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.