Board of Library Trustees - Meeting Minutes

November 9, 2020

4:00 PM

Hubbard Memorial Library

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TOWN CLERK'S OFFICE
2021 JAN -5 A 11:50
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:

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
  - Passed
- Attendance
  - Total Library Visitors: 660 (Month of October)
  - 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
    - Look to update the video tour

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- Look to load the wwlp unicorn event onto our website
- Look to invite the Board of Selectmen/finance committee for another visit (possibly in Spring)
- Goal 1 - Action 3 – did do a walk when the parade is happening
- There are a number of actions that have to be postponed due to Covid
- Look into utilizing the volunteer program that was going to reach out to seniors to do a curbside pickup for seniors
- Goal 2 – financial situations with Covid could make funding the new position difficult
- With the 250 celebration – can there be outreach to the schools to collaborate ways to highlight the celebration (like an essay competition or being involved in oral history)
- Put in that we have purchased temporary canopies and looking to get permanent pavilion
- Have gotten some quotes on interior restoration (painting)
- Look to ask the town to put the library on the list of capital improvement
- Work with the Register to report on what is being donated (that could encourage possible donations based on based on assessment)
- Look into possibility of having an annual "Historical Collections Day"
- Create awareness resources like - the ebook test prep for such areas as plumber. Electrician, ASVAB
    - Register
    - PSA
    - Local schools, Vocational, and Job Corp

- Review of Local History Collection Development policy
    - Pat will submit a final rough draft/copy to the trustees for review and possible approval at the next meeting
    - Library has acquired new items for the collection
    - Work with the Register to report on what is being donated (that could encourage possible donations based on based on assessment)
- Facilities
    - Carpets
        - Rumpled carpet in Reference Room has been repaired ($350)
    - 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
- 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 - underway

Correspondence

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

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Executive Session

Discussion: Open

The next meeting date/time has yet to be determined.

Next Meeting will be December 8th at 4 pm

*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.