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TOWN OF LUDLOW

Hubbard Memorial Library
Board of Library Trustees
Minutes, 12/8/20

Attendees: Chris Davis, Linda Collette, Garett Day
Meeting called to order at 4:00 P.M.
Minutes of the 11/9/20 meeting were approved. Chris proposed approval, Garett Day seconded

Director's Report

New Business

Discussion of the library status with reference to COVID impacts. State will have libraries at 40% capacity starting Sunday – Library was already operating under that – about 20% max capacity and have not had that many showing up on a regular basis. Curbside pick up has been main use at this point. The Library will continue with its current status that are stricter than current guidelines by the board of health and state. The Library will adjust if guidelines change

Facilities

Facilities planning discussion.
Tour of facility.
Small conference room
- Wallpaper is ripped at points and sheetrock needs to be touched up
- Windows frames are damaged due to exposure
- Refinish the floor

Main Conference Room
- Repair with the cracking in the wall
- Windows frames are damaged due to exposure
- Air vent sagging

Back stairs
- Windows to be worked on
- Bowing with the stain glassed window

Hall between conference rooms
- Walls need painting
- 1 ceiling panel to replace

Children's Room
- To be set up newer shelving
- There is some water damage in the drop paneling around the young adult section (replace the panels)
- July has done well transitioning to Covid requirements

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Circulation
- A lot of impact damage along the wall and corners
- Can use a re-painting

Pat's office
- Can use re-painting

Main floor bathrooms
- Plumer recently did work
- Two ceiling panels need to be replaced

Main floor
- Lower half of wall (peach colored part) can be re-painted
- Some cracks in the walls
- Check ballast in lights in magazine area
- Edging near ceiling in cabinets/fireplace area

Stairwell wish list – repaint
- Repaint stairs bordering

Downstairs
- At least 4 drop ceiling panels to be replaced

Outside Entranceway
- brick is chipping on wall across from door
- Hole in cement around grating in the ground

Received a quote from Personal Painters In the amount of $14,350.

Old Business

Parking lot.
Leaf removal.
Light pole. – insurance will cover with a $1000 deductible

The meeting adjourned at 5:05 P.M.

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.

Respectfully submitted,
Garett Day, Secretary