Hubbard Memorial Library
Board of Trustees
Minutes 1/4/21

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2021 OCT -6 A 10:32
TOWN OF LUDLOW

Attendees: Chris Davis, Robert Mishol, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the 12/8/20 meeting were approved. Chris proposed approval, Bob seconded.

Director's Report

New Business

Pat gave a summary of library in-person and curbside attendance.

Chris suggested to help improve attendance, it was suggested to create a template of "Upcoming Events" to the Register and have Special Events get its own picture and blurb.

Pat provided an overview of programming attendance. Everyone agreed that there needs to be a focus on this.

Pat submitted the Strategic Plan Action Plan. Once it the Strategic Plan expires, we have one year to complete another, part of its importance is that the ability to get LSTA grants.

Pat gave an overview of the library's COVID response. Even with new 25% guidelines, we are still in compliance without changing numbers. Sanitizing supplies are still in good numbers. Pat has allowed staff to work at home when needed to accommodate needs

Pat provided several policy amendments. The Board will take the type up of the policies home to review and give input at next meeting.

Pat completed inventory of newly acquired glass plate negatives.

The Friends of the Library have a meeting scheduled for 12/29. Pat indicated they had a fundraising event run by Chris Casagrande Everyone agreed that the Board will determine how to best build better communication and coordinate/partnership.

Facilities

Pat received a quote from Personal Painters

Light pole – light pole is fixed

Old Business
Parking lot

Executive Session

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Board discussed starting the evaluation of the Director – they were given the past evaluation and reviewed how he did in the past made some general comments of how he has progressed since the last evaluation. The timeline will be that until 1/11/2020 board members will send their comments to the Chair with the premise of using Needs Improvement through Excellent

Discussion of evaluation of staff

The meeting adjourned at 5:12 P.M.

The next meeting date/time is 2/1/21 at 4:00.

*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