Board of Library Trustees - Meeting Agenda

February 1, 2021

4:00 PM

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TOWN CLERK'S OFFICE
2021 JAN 26 P 1:29
TOWN OF LUDLOW

Hubbard Memorial Library

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

Library Board of Trustees
Mon, Feb 1, 2021 4:00 PM - 6:00 PM (EST)

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Director's Report

New Business

- Vote to approve meeting minutes for 1/4/21 Library Board of Trustees meeting
- Budget Level 1 for FY 22 is being submitted – due 1/28
- Submitted Capital Improvement request to Ellie for Window restoration for FY 22
- Vote on approval of Circulation / Local History policies
    - Circulation
    - Collection Development
    - Local History Collection Access
    - Photograph Reproduction
    - Forms:
        - Deed of Gift
        - Permission to Publish
- Working on inventory of local history collection
- Facilities
    - Front door issues

        - Repair in progress
- Pat completed first "Train the Trainer" session
- Pat completed Preventing Discrimination and Harassment in the Workplace training
- Acquired a mobile book display cart to highlight collections, displays, and programming (in person)
- The Friends of the Library have a meeting scheduled for 12/29
- Acquired four new Children's databases:
    - AV2 Fiction
    - AV2 K-2
    - AV2 3-8
    - Eye Discover
    - World Languages
- Acquired The Republican newspaper image version database

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Old Business

- Parking lot
- Window restoration

Correspondence

Weather Conditions and/or Other Emergency-Related Events

Remote Meeting document

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.