Board of Library Trustees - Meeting Agenda

April 5, 2021

4:00 PM

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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, Apr 5, 2021 4:00 PM - 6:00 PM (EDT)

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Director's Report

New Business

- Vote to re-organize Library Board of Trustees
- Vote to approve meeting minutes for 3/8/21 Library Board of Trustees meeting
- Stats
    - In person appointments:
        - December – 223
        - January – 222
        - February - 220
    - Curbside delivery
        - December – 498
        - January – 415
        - February - 455
    - Adult programming

        - December – 5 programs, 18 attendees
        - January – 5 programs, 24 attendees
        - February – 6 programs, 33 attendees
    - Children's programming
        - December – 31 programs, 293 attendees
        - January – 23 programs, 215 attendees
        - February – 17 programs, 142 attendees
    - Young adult programming
        - December – 9 programs, 49 attendees
        - January – 11 programs, 73 attendees
        - February – 13 programs, 103 patrons

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- Reached out to the Historical Commission re: coordination and to discuss issues related to Ludlow Manufacturing Associates historical material
- In discussions with July from the Youth Services department, Kevin Vestal, President of the Ludlow Rotary Club, and staff of the Ludlow Area Adult Learning Center regarding a potential education & literacy grant opportunity from the Ludlow Rotary Club
- Car show planning
- Ludlow Area Adult Learning Center – ESL Conversation group
- Ludlow Cultural Council – Community Market - planning / coordination
- Reached out to and have had multiple janitorial contractors submit bids in preparation to renew the FY 22 janitorial contract
- Reached out to the Friends Group to coordinate the monthly meeting being held virtually on 3/30 @ 6 PM
    - Asked if the Friends could fund two Museum passes: The Zoo at Forest Park and the Holyoke Children's Museum in the amount of $250 each.
- Vote on approval of policies:
    - Social Media
    - Patron Behavior
    - Materials Donation policy
    - Meeting Room policy
- Working on inventory of local history collection
- Reached out the Ludlow Historical Commission in order to continue discussions related to Ludlow Manufacturing Associates historical content
- Started digitization of local history collections with the aid of Martha Richards
- Collection development
    - Pat is in the process of weeding the non-fiction collection
    - Melissa is working on the fiction collection
    - Melissa and Amanda are in the process of integrating the Mystery collection into the Fiction collection
        - Weeded audio CDs are being potentially offered to the Senior Center
- Facilities – Window Restoration

    - Awaiting a response from the Capital Improvement Committee regarding window restoration capital improvement request
- Budget – Level 2
    - Requested $1,000 increase each to the *Building Supplies* and *All other Repairs and Maintenance* line items
    - Requested a $576 increase in the Materials budget
    - Built a 5 percent increase into the janitorial cleaning contract
    - Step increase for Marcelo Gusmao, Library Clerk
    - 2 percent increase for all positions except for Library Page which is compensated according to the minimum wage schedule for the state of MA
- Funds Status
    - State Aid – $44K, Additional $20K pending receipt from MBLC
    - Hubbard Library Memorial Fund - $65
    - Selma May Fund - $18K
    - Materials - $28K

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Old Business

- Parking lot
- Pavilion
- Window restoration

Correspondence

- Social Media policy
- Patron Behavior policy
- Materials Donation policy
- Meeting Room policy
- Town Memo – Board and Committee Reorganization Notice

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.