Hubbard Memorial Library
Board of Trustees
Minutes, 4/5/21

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TOWN OF LUDLOW

Attendees: Chris Davis, Linda Collette, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the 238/21 meeting were approved. Linda motioned approval, Garett seconded.
Trustees vote to re-organize Library Board of Trustees – Chair – Linda, Secretary - Garett

Director's Report

New Business

Pat gave an overview of programming and attendance stats.

Pat reached out to the Historical Commission re: coordination and to discuss issues related to Ludlow Manufacturing Associates historical material. Pat advised of: a meeting tomorrow at 6:30 to give a tour and help with future collaboration, there are about 400 glass plate negatives, Library can work in partnership with them to digitize the collection, The Library would help to house the materials and support them as they digitize the material

Pat stated possibility of a partnership with the Rotary Club grant. Do not know the dollar amount since Rotary is in the process of fundraising. Garett mentioned possibility of a mini Festa with a stress on learning opportunities.

Pat discussed car show planning. The time to start advertising it is now for the event being held in Sept. A current issue is that the staff member that organized this is leaving. Is it possible to get the Friends of the Library involved? Need to find a point person. Maybe aim for Sept 11th. Linda mentioned can we tie it into a 20th anniversary of 9/11

Pat discussed partnership with Ludlow Area Adult Learning Center – ESL Conversation group. They will be re-locating to the mills. They have gone virtual because of Covid, making it more difficult to partner with the library

Pat discussed Ludlow Cultural Council – Community Market - planning / coordination

Pat discussed efforts to procure new FY 22 janitorial contract. Pat reached out to and have had multiple janitorial contractors submit bids in preparation to renew the FY 22 janitorial contract. They have been competitive bids

Pat reached out to the Friends Group to coordinate the monthly meeting being held virtually on 3/30 @ 6 PM. Their meeting days might change. 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. A report has been generated to find out usage

Vote on approval of policies: - to be voted at the next Trustee meeting.

Pat is working on inventory of local history collection

Pat reached out the Ludlow Historical Commission in order to continue discussions related to Ludlow Manufacturing Associates historical content

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Pat started digitization of local history collections with the aid of Martha Richards

Collection development. Linda suggested Look into talking with the Register in making a spotlight on the electronics that the library has obtained over the last few years. 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

Pat gave an overview of requested increases for the upcoming budget Level 2

It was suggested by Linda to look into asking the Finance Committee to fund the new position at 20 hours with benefits if the new position continues to be unfunded.

Pat advised of funds status. State Aid – $44K, Additional $20K pending receipt from MBLC – adjusted to $42000 as $2000 was recently spent. Hubbard Library Memorial Fund - $65. Selma May Fund - $18K. Materials - $28K

Facilities

Window Restoration. Awaiting a response from the Capital Improvement Committee regarding window restoration capital improvement request

Old Business

Parking lot. We were informed to inform the town when the Library uses the town lawn next to the parking lot. It was suggested that the Board of Trustee send a letter to the Board of Selectmen reminding them how the Library has been maintaining the lawn and how useful it is for the library. It is suggested that the Trustees also send a reminder letter to the DPW to request the Library be included the planning of the lot.

Pavilion. Still on the wish list – also part of the Trustee's reasoning to want to be part of the parking lot planning. Also looking to add a shed

Window restoration waiting for capital improvement funds to move forward

Next Meeting – May 10th starting at 4 pm

Meeting adjourned at 5:40.

*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.