Board of Library Trustees - Meeting Agenda

May 10, 2021

4:00 PM

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TOWN CLERK'S OFFICE
2021 MAY -5 P 4: 14
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, May 10, 2021 4:00 PM - 6:00 PM (EDT)

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Director's Report

New Business

- Vote to approve meeting minutes for 4/5/21 Library Board of Trustees meeting
- Stats
  - In person appointments:
    - December – 223
    - January – 222
    - February – 220
    - March – 256
    - April - 152
  - Curbside delivery
    - December – 498
    - January – 415
    - February – 455

        - March – 565
        - April - 435
    - Adult programming
        - December – 5 programs, 18 attendees
        - January – 5 programs, 24 attendees
        - February – 6 programs, 33 attendees
        - March – 7 programs, 42 attendees
        - April – 7 programs, 44 attendees
    - Children's programming
        - December – 31 programs, 293 attendees
        - January – 23 programs, 215 attendees
        - February – 17 programs, 142 attendees
        - March – 22 programs, 190 attendees
        - April – 21 programs, 169 attendees
    - Young adult programming
        - December – 9 programs, 49 attendees
        - January – 11 programs, 73 attendees
        - February – 13 programs, 103 patrons
        - March – 15 programs, 116 patrons
        - April – 18 programs, 57 attendees

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- Vote on approval of policies:
    - Social Media
    - Patron Behavior
    - Materials Donation policy
    - Meeting Room policy
- Had meeting with WestMass, town representatives, and a member of the Historical Commission related to the disposition of Ludlow Manufacturing Associates historical material
    - Awaiting completion of memorandum of understanding
    - Acquired nine glass plate negatives from the Ludlow Building Inspector's office
- Working on inventory of local history collection
- Started digitization of local history collections with the aid of Martha Richards
    - First group of 47 glass plate negative have been photographed. Further editing of the images is necessary
- Execute Janitorial Contract for FY 22 – in process
- Multiple interviews have been completed on 5/5/21 for the Library Technician II position
    - Two finalists have been selected and will be vetted by Human Resources
- Car show planning – developing initial plan for logistics and marketing of the 2021 car show with a 9/18 date from 9 AM to 1 PM.
    - Created an initial flyer

- Reached out to the Friends Group to coordinate the monthly meeting being held virtually on 5/24 @ 6 PM
    - Have begun efforts to increase membership
        - Exterior signage, notice in the Ludlow Register, on our website, with handouts accompanying checked out materials for patrons
        - I suggested that the Friends create a flyer for posting around town at heavily trafficked locations
        - Provided contact information to have language added to the bi-weekly robocall conducted by the town

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- Completed webinar: Engaging Your Patrons: 5 Tips from Public Libraries and Beyond.
- 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
        - The library was awarded up to $16K by Capital Improvement Planning Committee
            - Bidding process can start after 7/1 upon formal approval of monies at the town election.
- Budget – Level 2
    - Requested $1,000 increase each to the *Building Supplies* and *All Other Repairs and Maintenance* line items – denied by the Finance Committee / Board of Selectmen

Old Business

- Window restoration
- Parking lot
- Pavilion

Correspondence

- Social Media policy
- Patron Behavior policy
- Materials Donation policy
- Meeting Room policy
- Un-opened letter addressed to the Library Board of Trustees
- Janitorial contract for FY 22
- Trustee Pocket Guide – 2 copies
- 6th Annual Car Show draft flyer

Executive Session

Discussion: Open

The next meeting date/time has yet to be determined.

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*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.