Hubbard Memorial Library
Board of Trustees
Minutes, 5/10/21

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2021 OCT -6 A 10:32
LUDLOW

Attendees: Linda Collette, Nancy Guinipero, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the 4/5/21 meeting were approved. Linda motioned approval, Nancy seconded.
Linda motioned to approve meeting minutes for 4/5/21 Library Board of Trustees meeting.
Garett seconded - Approved

Director's Report

New Business

Pat gave an overview of programming and attendance stats.

Vote on approval of policies: Linda motioned approval, all present voted in favor of approval.

Pat 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. Pat acquired nine glass plate negatives from the Ludlow Building Inspector's office.

Pat is working on inventory of local history collection. Started digitization of local history collections, first group of 47 glass plate negative have been photographed. Further editing of the images is necessary

Pat took steps to execute Janitorial Contract for FY 22 – in process – signed with a new company at a savings

Pat conducted multiple interviews 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 – Pat is developing initial plan for logistics and marketing of the 2021 car show with a 9/18 date from 9 AM to 1 PM. – will extend it to 2 pm. Pat created an initial flyer. Event date is being pushed back a week to accommodate staffing conflicts. Linda reached out to Amy – she will provide any information she can. Pat is setting preliminaries and research. Have the trophies from last year, just need to make sure the trophies are not dated. Pat will to arrange for police coverage. Linda will look into getting a banner. Need to set up refreshments: Popcorn, Hotdogs, Water. Linda / Pat will reach out to local auto-based businesses (Rick's, Pepboys). Linda / Pat will set up judges and categories of rewards.

Pat will look into digital sign for library.

Pat will research reopening ASAP. Libraries can be at 50% capacity. Pat will talk with July on how the start of the Reading Program will work. Work with staff to look at time table on when to put items back that have been pushed to storage/aside because of COVID. Look at what

items that have been put aside still need to be kept. Will look into switching curb side pick up to no appointment needed to call when arrived

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Pat reached out to the Friends Group to coordinate the monthly meeting being held virtually on 5/24 @ 6 PM.

Pat / Linda 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

Pat Compieted webinar: Engaging Your Patrons: 5 Tips from Public Libraries and Beyond.

Collection development is ongoing. Activities involve Pat, Melissa, July, Marcelo, Amanda

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

July advised Summer Reading Program Starts on June 15th

Linda / Nancy suggested for next meeting – investigate homebound delivery.

Old Business

- Window restoration
- Parking lot
- Pavilion

The next meeting date/time is Monday June 7th at 4 pm.

The meeting adjourned 5:27 pm.

*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.