Board of Library Trustees - Meeting Agenda

June 7, 2021

4:00 PM

Hubbard Memorial Library

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2021 JUN -3 P 12:38
TOWN OF LUDLOW

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Library Board of Trustees

Mon, Jun 7, 2021 4:00 PM - 6:00 PM (EDT)

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Director's Report

New Business

- Vote to approve meeting minutes for 5/10/21 Library Board of Trustees meeting -
- Stats
    - In person appointments:
        - December – 223
        - January – 222
        - February – 220
        - March – 256
        - April – 152
        - May - 234
    - Curbside delivery
        - December – 498
        - January – 415

        - February – 455
        - March – 565
        - April – 435
        - May - 448
    - 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
- Vote on approval of policies:
    - Homebound Delivery
    - Lending to Residents of De-certified Libraries
- Execute Patrick McGowan three-year contract
- Aidan Herrick has been hired for the Library Technician II position starting 6/1/21
- Started digitization of local history collections
    - Starting to have Aidan Herrick provide assistance with the processing and digitization of local history collections
- Execute Janitorial Contract for FY 22 – in process
    - Signed documentation has been provided to Ellie
- ARIS (Annual Report Information Survey) I, the first major statistical reporting component due to the Mass. Board of Library Commissioners will be starting sometime in late June or July
- Executed CW Mars Network Agreement in the amount of $24,834
- Began discussions with July regarding programming to take place at Ludlow Community Market to take place in October
    - Requested addition of library logo to community market flyer
- Car show planning – developing initial plan for logistics and marketing of the 2021 car show with a 9/18 date from 9 AM to 2 PM.

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- The car show has been registered with multiple websites specializing in car show events or for antique car enthusiasts
  - Flyer has been included on applicable sites
- Two judges have been identified

- Reopening will take place on 6/14
  - Melissa has been updating website with current practices, i.e.: no curbside appointments, no quarantine…
- Held Friends meeting on 5/25/21
  - Working with Trustees, July, Melissa to enhance Friends of the Library membership ranks and fill leadership positions
  - Have continued efforts to increase membership
    - interior signage
    - notice in the Ludlow Register – meeting with Mike Harrison from the Register on Thursday
    - Posting on our website
    - Updated handouts with next meeting date accompanying checked out materials for patrons
    - Advised July of idea to include Friends language in "digital book bag"
- 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
- Facilities
  - Window Restoration
  - July obtained 20 stackable chairs with transportation assistance from a patron
  - Obtain new digital lawn sign. Reached out to several vendors and have requested pricing information
    - One vendor was beyond the scope of our pricing range – $25K to $50K
    - Requested another quote from SignDesign, Inc. The quote for the sign is in the amount of $82K
  - We had a 4-inch sprinkler pipe leak and damage some ceiling tiles in the Children's area
    - Called Baystate Sprinkler to repair leak. A 10 ft. section of 4-inch pipe needed to be replaced
  - Annual Sprinkler Inspection has been completed on 5/18/21
  - A repair has been made to the sprinkler system as a result of an issue which caused a low pressure warning on the alarm monitoring system

Old Business

- Window restoration

- Parking lot
- Pavilion

Correspondence

- Director's contract
- Homebound Delivery policy
- Lending to Residents of De-Certified Libraries
- CW Mars Network Agreement

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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.