Hubbard Memorial Library
Board of Trustees
Minutes, 6/7/21

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2021 OCT -6 A 10:32
TOWN OF LUDLOW

Attendees: Chris Davis, Linda Collette, Garett Day, Patrick McGowan, Aidan Herrick.
Meeting called to order at 4:00 P.M.
Minutes of the 2/8/21 meeting were approved. Chris motioned approval, Linda seconded.
Motion to approve meeting minutes for 5/10/21 Library Board of Trustees meeting – Linda motioned approval, Nancy seconded. Approved

Director's Report

New Business

Pat gave an overview of programming and attendance stats.

Linda / Nancy indicated that curbside should no longer be by appointment

Vote on approval of policies: Homebound Delivery – check on requirement for photo id. Lending to Residents of De-certified Libraries – Linda motioned approval, All other seconded. Approved.

Pat / Trustees Executed Patrick McGowan three-year contract. Linda motioned, all others seconded. Approved. Will update the job description along with other staff. Pat will provide job descriptions to staff for feedback.

Pat Introduced employee review/evaluation documents. Pat and Linda will share examples of evaluations for the Trustees and Director to review what would work best

Aidan Herrick has been hired for the Library Technician II position starting 6/1/21. Aiden introduced himself. He is full time union.

Pat started digitization of local history collections. Pat will start 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. Contract needs to be approved at the town level.

Pat advised 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. Will be done on time – tied into state aid. There is still a second check coming from state aid.

Pat Executed CW Mars Network Agreement in the amount of $24,834

Pat began discussions with July regarding programming to take place at Ludlow Community Market to take place in October – will confirm date. 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. 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. Pat has identified two judges – look to get Rick Terasi. Will try to make a banner. Friends of the Lib could do a sponsor, or raffle.

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Pat / Trustees - Reopening will take place on 6/14. Melissa has been updating website with current practices, i.e.: no curbside appointments, no quarantine…. Summer Reading Program will be on 6/15 – Pat has reached out to Masslive. Pat will reach out to the Register on Thursday to talk about the re-opening and start of reading program. Library will follow state "mask advisory". For Children's Section – the "Hard" toys (plastic based) can come out – wait on the cloth based.

Held Friends meeting on 5/25/21. Pat is 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, Melissa, July, Marcelo are engaged in this process. Pat advised there is $8500 to spend by the end of the month.

Facilities

Window Restoration – pending town vote

Look to refinish tables

Old Business

- Window restoration
- Parking lot
- Pavilion

Executive Session

Discussion: Open

The next meeting date/time is Tuesday, July 6th at 4 pm.

The meeting was adjourned at 5:15 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.