Board of Library Trustees - Meeting Agenda

July 6, 2021

4:00 PM

Hubbard Memorial Library

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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

Tue, Jul 6, 2021 4:00 PM - 5:00 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
        - May
    - 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
        - May – 11 programs, 68 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
        - May – 23 programs, 228 attendees
- Vote on approval of policies:
    - Homebound Delivery
    - Internet Use
- Staff has been requested to review their current job descriptions and provide an annotated copy to me by 7/15/21
    - The review of the job descriptions will be an agenda item for the August Library Board of Trustees meeting.
- The third State Aid payment has been received and has been deposited into our dedicated account. The current balance of the State Aid Account is $58,903.
- Continued digitization of local history collections
    - Aiden has started to digitize materials including the remaining glass plate negatives from Ludlow Manufacturing Associates
- The digital signage in the library is being "restarted" to assist with promoting programming, services, and resources
- Execute Janitorial Contract for FY 22 – in process
    - Signed documentation has been provided to Ellie
        - Followed up with Accounting re: status

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        - Accounting is in the process of executing the contract
            - Followed up with email to Ellie regarding timeframe for executing contract

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- ARIS (Annual Report Information Survey) I, the first major statistical reporting component due to the Mass. Board of Library Commissioners will be starting July 1st
- Mascot survey responses to date – ten responses
    - Penguin
    - Lion / cheetah
    - Mr. Pickle (2)
    - Bookworm (2)
    - Squirrel
    - Rabbit
    - Hedgehog with the name of the Library
- Reopening and the start of the Summer Reading Program went well
    - Melissa has been updating website with current practices, i.e.: no curbside appointments, no quarantine…
    - 150 persons - children and parents in attendance
- Held Friends meeting on 6/29/21
- 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
    - The carpet was damaged with a chemical cleaner near the entryway and in the elevator
        - Lucky Se7ens Carpet has completed repairs – the invoice will be presented to T & S Professional Cleaning Service since their staff member was responsible for the damage done to the carpet.
    - Window Restoration
    - Obtain new digital lawn sign. Will be reaching out to obtain new quotes for LED sign alone. The supporting structure would be completed by a separate vendor potentially using Department of Corrections as a state approved vendor.

Old Business

- Window restoration
- Parking lot
- Pavilion

Correspondence

- Homebound Delivery policy
- Internet Use policy

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.