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

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2021 OCT -6 A 10:32
TOWN OF LUDLOW

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

**New Business**

Pat provided an overview of programming and attendance stats.

Vote on approval of policies: Homebound Delivery –Thursday, subject to change. Internet Use – in installing software – remove the word "personal". Linda motioned to approve policies approved with the two edits. All others seconded. Approved.

Pat advised that 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.

Pat advised 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.

Pat / Aidan continued digitization of local history collections. Aidan has started to digitize materials including the remaining glass plate negatives from Ludlow Manufacturing Associates – he is excited to get it done.

Pat advise 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 – tied up with the town. Signed documentation has been provided to Ellie. Followed up with Accounting re: status. Accounting is in the process of executing the contract. Followed up with email to Ellie regarding timeframe for executing contract

Pat advised the 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. Due date is around Aug 21st .

Mascot survey responses to date – ten responses – Linda / Garett suggested consider letting public vote on which animal to be the mascot and then a contest to sketch out the mascot (maybe among the teens).

Reopening and the start of the Summer Reading Program went well

- 150 persons - children and parents in attendance

Held Friends meeting on 6/29/21.

Collection development. Pat advised that myself, Melissa, July, and Amanda are proceeding with ongoing project.

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**Facilities**

The carpet was damaged with a chemical cleaner near the entryway and on 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 – In the hands of the town administrator, now have to wait for it to be posted to get bids

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. – Linda advised next step is to get Chuck involved.

**Old Business**

Window restoration

Parking lot

Pavilion

For car Show – Add in Rain Date of Sunday Sept 19th 9 – 2

Reminder that the Staff Appreciation Dinner is Sept 15th starting at 5:15, with the dinner served around 6 pm

The next meeting date/time is Aug 2nd at 4 pm.

The meeting adjourned at 5:41 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.