Board of Library Trustees - Meeting Agenda

August 2, 2021

4:00 PM

Hubbard Memorial Library

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TOWN CLERK'S OFFICE
2021 JUL 27 P 3:21
TOWN OF LUDLOW

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

Board of Library Trustees
Mon, Aug 2, 2021 4:00 PM - 6:00 PM (EDT)

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Director's Report

New Business

- Vote to approve meeting minutes for 7/06/21 Library Board of Trustees meeting -
- Discussion with Anthony Alves, Finance Committee liaison to the library
- Stats
    - Curbside delivery
        - January – 415
        - February – 455
        - March – 565
        - April – 435
        - May – 448
        - June - 173
    - Adult programming
        - January – 5 programs, 24 attendees
        - February – 6 programs, 33 attendees
        - March – 7 programs, 42 attendees

        - April – 7 programs, 44 attendees
        - May – 5 programs, 29 attendees
        - June – 4 programs, 20 attendees
    - Children's programming
        - 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
        - June – 23 programs, 378 attendees
    - Young adult programming
        - 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
        - June – 13 programs, 94 attendees

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- Review of job descriptions
- Continued digitization of local history collections
- Discussed Ludlow Community Market with Michelle Goncalves
    - July will be having a vendor and some children's activities taking place in the Kids corner
- Execute Janitorial Contract for FY 22 – in process
    - 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
- ARIS (Annual Report Information Survey) I, the first major statistical reporting component due to the Mass. Board of Library Commissioners on August 27th.
- Held Friends meeting on 7/27/21
- Car show marketing –
    - will post flyers to additional car show websites
    - plan to visit to Ludlow car shows on 7/27, 8/10, and 8/31
- 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
    - Had carpet cleaned on 7/31

- Have placed a service call to ML Schmidt to address multiple issues with fluorescent lighting / ballast in the Elevator, Circulation area, and Reference room
- Janitorial contract has not been executed and distributed to parties involved
  - Requested a purchase order from Accounting on 7/2 – no response
  - T & S Professional Cleaning is currently providing janitorial services extra contractually.
    - Received an invoice from T & S Professional Cleaning in the amount of $1195 for the month of July
- Scheduled Fire Extinguisher inspection for 7/28
- The procurement for the window restoration project is being handled by Ellie Villano
- Called and left message with Joe Mole regarding refinishing the Program Room and Conference Room tables
- In the process of obtaining a quote from Chuck's Signs to obtain a LED lawn sign on library property
- Elevator buttons on exterior of main floor have been repaired

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Old Business

- Window restoration – no word on the status
- Parking lot
- Pavilion

Correspondence

- Job descriptions for Director, Youth Services Librarian, L9ibrary Technician III (Adult Services / Technical Services), Library Technician II, Library Clerk, Library Page, Library Assistant)

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.