Hubbard Memorial Library
Board of Trustees
Minutes, 8/2/21

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2021 OCT -6 A 10:32
TOWN OF LUDLOW

Attendees: Linda Collette, Nancy Guinipero, Garett Day, Patrick McGowan, Anthony Alves
Meeting called to order at 4:00 P.M.
Minutes of the 7/6/21 meeting were approved. Linda motioned approval, all others seconded.

Director's Report

New Business

Pat and Trustees discussion with Anthony Alves, Finance Committee liaison to the library. Started with the review of the line items. Incurred maintenance cost that are not covered by line items. There is also a position that was approved and not has not been funded. Showed a comparison of population and visitors to Hubbard and funding – Ludlow averages comparable to South Hadley – overall, the town spends at least $15 less in income per capita than surrounding towns. Fiscal year starts July 1st, and by January, the town funding is running dry. A good argument for needed staff is looking at when the last time staff grew/when is the last time line-items have been increased. Pat advised Anthony that the janitorial contract, which has been signed back in May, has not been processed by accounting, which has made the library use state aid to keep the library clean since the vendor is looking for accounting provide the finalized contract – Anthony provided guidance on how to deal with it.

Pat presented programming and attendance stats. Curbside delivery is decreasing.

Pat presented modified job descriptions. Edits were suggested by all trustees.

Pat / Aidan continued digitization of local history collections

Pat discussed Ludlow Community Market with Michelle Goncalves. July will be having a vendor and some children's activities taking place in the Kids corner

Held Friends meeting on 7/27/21

Collection development in process with Pat, July, Melissa, Amanda

Facilities

Pat advised carpet cleaned on 7/31.

Pat placed a service call to ML Schmidt to address multiple issues with fluorescent lighting / ballast in the Elevator, Circulation area, and Reference room

Pat advised of status of Janitorial Contract for FY 22 – in process. Signed documentation has been provided to Ellie. Followed up with Accounting re: status. T & S Professional Cleaning is currently providing janitorial services extra contractually.

Pat scheduled Fire Extinguisher inspection for 7/28

Pat advised the procurement for the window restoration project is being handled by Ellie Villano.

Old Business

Window restoration – no word on the status

Trustees advised looking to hold staff appreciation on Friday Evening.

The next meeting date/time is 10/4/21 at 4:00 pm.

Meeting adjourned at 5:26 pm.

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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.