Board of Library Trustees - Meeting Agenda

September 8, 2021

4:00 PM

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TOWN CLERK'S OFFICE
2021 SEP -1 P 3:49
TOWN OF LUDLOW

Hubbard Memorial Library

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

Trustees Meeting
Wed, Sep 8, 2021 4:00 PM - 6:00 PM (EDT)

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Director's Report

New Business

- Vote to approve meeting minutes for 8/2/21 Library Board of Trustees meeting -
- Stats
  - 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
    - July – 6 programs, 42 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
        - July – 29 programs, 669 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
        - July – 20 programs, 146 attendees

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- Vote on job descriptions
- Continued digitization of local history collections
- Janitorial Contract for FY 22 – completed 8/13/21
    - July and August have been / will be paid to T & S Cleaning Services as per my agreement with them to provide janitorial services while the contract was awaiting completion
- ARIS II is underway with a due date of 10/1/21
- Held Friends meeting on 8/31/21
- Car show marketing –
    - Car show banner Linda Colette procured has been hung on the roadside
    - plan to visit to Ludlow car shows on 7/27, 8/10, and 9/7
- Contacted Human Resources to post the Library Assistant position in the Youth Services department
    - I will post on the MBLC Jobs website
- Staff Development
    - Held second of our ongoing weekly "Stand Up" meetings
        - Well received
    - Requested that all staff complete a "Soft Skills" webinar as part of ongoing staff development
- 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
    - Review of facilities plan
    - Called Stanley Access Technologies to repair outer sliding door which is not properly closing

- Called and Grodsky fix a blown fuse on the new HVAC unit which was causing to unit to not cool the second floor
    - Received an invoice from T & S Professional Cleaning in the amount of $1195 for the month of July
- Fire Extinguisher inspection completed
- The procurement for the window restoration project is being handled by Ellie Villano
- Called and left message with Joe Wole regarding refinishing the Program Room and Conference Room tables
    - Joe stopped by and will be removing the tables two at a time for re-finishing
- In the process of obtaining additional quotes to obtain a LED lawn sign on library property
- I bought a tripod for the TV since the TV cart was falling apart as a result of movement over pavement / lawn

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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)
- Facilities plan

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.