Board of Library Trustees - Minutes

September 8, 2021

Hubbard Memorial Library

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TOWN OF LUDLOW

- Attendees: Patrick McGowan, Linda Collette, Garett Day, Nancy Giunipero
- Meeting called to order at 4:30 pm
- Minutes based on Meeting Agenda added information from the Agenda are highlighted in red
- Vote to approve meeting minutes for 8/2/21 Library Board of Trustees meeting – passed by unanimous vote of the Trustees

Director's Report

Pat gave an overview of programming numbers and attendance

Vote on job descriptions - Motion to approve by Linda. Seconded by Garett and Nancy

Pat provided a status of the continued digitization of local history collections

Janitorial Contract for FY 22 – completed 8/13/21

ARIS II is underway with a due date of 10/1/21 – Pat indicated it is nearly completed

Held Friends meeting on 8/31/21. Pat advised that with trustee recruiting, numbers are growing

Contacted Human Resources to post the Library Assistant position in the Youth Services department – Pat indicated that it has been has been posted on the town website and the MBLC Jobs website

Staff Development

Pat held second of our ongoing weekly "Stand Up" meetings. It was well received.

Pat requested that all staff complete a "Soft Skills" webinar as part of ongoing staff development

Pat stated that It has been stated that Children's Room Volunteers do not move AV equipment due to some concerns about the handling of equipment

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. Pat presented a facilities plan. Trustees reviewed. General discussion took place.

Pat obtained shelving/collection signage in the amount of $600.

Pat called Stanley Access Technologies to repair outer sliding door which is not properly closing

Pat had Grodsky fix a blown fuse on the new HVAC unit which was causing to unit to not cool the second floor

Pat advised that the library received an invoice from T & S Professional Cleaning in the amount of $1195 for the month of July

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Pat advised that the fire extinguisher inspection completed

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

Pat called and left message with Joe Mole 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

Pat is in the process of obtaining additional quotes to obtain a LED lawn sign on library property

Executive Session - not utilized

Meeting adjourned at 6:30 pm

The next meeting date/time: Monday, Oct 4th at 4:30 pm

Respectfully Submitted by

Garett Day, Secretary