Board of Library Trustees - Meeting Agenda

October 4, 2021

4:00 PM

Hubbard Memorial Library

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Director's Report

New Business

- Vote to approve meeting minutes for 9/4/21 Library Board of Trustees meeting
- Vote on revised meeting minutes
- 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
        - August – 6 programs, 41 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
        - August – 27, 417 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
        - August – 22 programs, 158 attendees

- ARIS I & II are complete
- Car show
    - Good turnout, 37 cars present with approximately 200 patrons
- Reposted the Library Assistant position in the Youth Services department
    - MBLC Jobs website and Simmons College
- Policy maintenance
    - Review / vote on Adult Volunteer policy and Unattended Child Policy

- Staff development
    - Weekly stand up meeting are doing well and are helpful for improving communication and coordination between departments
    - All staff completed the "Soft Skills" webinar training session
- The library has been advised by Ellie and Accounting regarding new timeframes and deadlines for the request for new positions / classification changes
    - Budget request document due to Accounting by 10/15/21
    - Meet with Board of Selectmen by their second meeting in November
    - Level I budget document due to Accounting 11/26/21
    - All Level I budget documents need to be submitted to Accounting by 12/3/21
- July and I are coordination with the Ludlow Cultural Council to offer a Community Market to take place 10/2 & 10/3
- Acquired new database – Comics Plus
- Acquired a new laptop for July
- Based on Melissa's recommendation, purchased new ground mounted flood lights to assist with evening programming
- 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
- Digitization
    - Will be sending out our microfilm to Advantage Preservation to have that content digitized
        - This consists of:
        - 44 microfilm rolls spanning from 1979 to 2007
        - 4 rolls of town records ranging from 1774 to 1934
        - 23 rolls of birth marriages and death records ranging from 1894 to 1930
        - Will be reaching out to the Digital Commonwealth staff to begin the uploading of digitized content to the online repository
        - No word as of yet from town / West Mass Development re: status of historical materials to be transferred to the town / library collections
    - Aiden and I will be working on the digitization of the glass plate negative collection
- Facilities
    - Joe Mole has removed two of the second floor table tops to start refinishing them
    - Will be reaching out to the Hamden County Sheriff's Office to obtain an additional quote for re-upholstering seating cushions
    - The procurement for the window restoration project is being handled by Ellie Villano

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- Provided current quotes and scope of work to Ellie for the new lawn sign project
  - Advised Selectmen, Planning Board, DPW Board of proposed sign

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Old Business

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

Correspondence

- Child Safety/Unattended Child policy
- Adult Volunteer policy
- Town Budget Request Memo

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.