Board of Library Trustees - Meeting Minutes

January 11, 2022

Hubbard Memorial Library

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Attendees: Patrick McGowan, Linda Collette, Garett Day, Nancy Guinipero

Meeting called to order at 4:30 pm

Vote to approve meeting minutes for 12/14/21 Library Board of Trustees meeting – Motioned by Linda, seconded by Garett, approved by all Trustees

Director's Report

>Pat Shared latest statistics, including

- Pending end of year reporting- Due to the town by February 5th
- The Adult Programming had its spike in Sept with the Car show
- The numbers show a focus on increasing Adult Programming

>Linda asked if past years were recorded to compare, Pat said yes

>Pat stated that he has started Annual Report to be submitted to town - It should be a good report including the collaboration with Ludlow 250

>Pat shared that

- he has begun to compile vendors to perform an upgrade to the web site
- Aidan has upgraded the Online Resources section of the website with subject category links to provide easier access to content
  - Maid it easier to engage and find items

Will begin the process of soliciting vendors in February for the upcoming janitorial contract – will have to transfer funds because library had to go two months of paying from state aid

>Pat provided an update on the funds status

- State Aid - $42K in account, $21K representing the first part of the FY 21 award has been transmitted and is pending deposit into account
- A second $21K will be transmitted in May or June.
- Selma May - $13K
- Memorial Fund - $500
- We have $49K in our materials budget. I have advised July and Melissa regarding status

>Pat's update on facilities

- Lawn Sign

  Followed up with Kenny Batistas regarding site visit

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-he recommended reaching out to Lapierre Electric to determine where to connect the power and then get back to Kenny

Requested insurance certificates from Chuck's Signs

o Shed

Followed up with Kenny Batista and Steve Santos re: installation - pointed out that it needed a base

Window Restoration - have requested updated quotes from multiple vendors to re-submit to Ellie / Capital Improvement Committee for 1/21/22 deadline

- o Couple have declined and waiting on a couple of others.
- o If these fall through, there is one submission from November that was highly detailed.

o Reached out to Acacio Sarrazina Masonry re: repairs to exterior entryway

- Meeting took place 1/6/22.
- Could also check out Ryan Malone

>Pat shared he completed Level I budget process – next step is to see if fiancé committee wants to meet in trying to get the full-time position approved

>Trustees conducted policy maintenance

- Review / vote on Unaccompanied Adult policy and Security Camera Policy
  - o One edit needed on the Unaccompanied Adult (adding in Hubbard Library)
  - o Garett Motioned to approve both policies, Nancy seconded, Both policies approved by all.

>Pat stated he competed initial PowerPoint presentation and consolidated with Kathleen Ouimette for the 250th Celebration Committee

o Will be presenting to the town at an upcoming meeting –and open forum on February 28th

>Pat gave an update on Digitization

Have begun work on photographing the remaining 42 glass plate negative images

Will upload to the Digital Commonwealth upon completion of editing

Mailed the Microfilm collection to Inception Technologies for digitization in the amount of $6,600.

Collection consists of Town records (4 reels), Birth Marriage and Death Records (23 reels) and the Register (43 reels).

Started to inventory remaining portions of the local history collection

To Do

Look into options to update the library web site, including start to look at new website developer vendors or into our own server

Check out the reviews of the window submissions

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Look into the possibility of hosting an art show as a possible fundraiser

Reach out to Eliza Newland in the High School Art Department for use of easels/racks to display digitized documents/pictures at open forum

Pat – document the process for digitizing

Correspondence

Town Memo 5-20-22

Unaccompanied Adult and Security Camera policies

Discussion: Open

Pat shared that he delegated to Melissa working with the policy to finalize the Emergency Evacuation Procedures.

Linda shared that she got the Town of Ludlow Staff Performance Evaluation forms as a means of potentially starting Performance Evaluation

- Linda asked how can we tweak it to meet the Library's needs
- When would there be a good month of the year to conduct evaluations – looking at February meeting to get it tweaked and implement in March with a follow through in September

The next meeting date/time has yet to be determined Feb. 8th at 4:30

Meeting adjourned at 6:00 pm

Meeting Minutes submitted by

Garett Day, Secretary

Approved on: 6-12-22

BY Board of Trustees

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Linda J Collette
Name

4-12-22
Date

Nancy Giunipero
Name

5/10/2022
Date

Dorothy
Name

4/12/22
Date