Board of Library Trustees - Meeting Agenda

February 15, 2022

4:30 PM

Hubbard Memorial Library

RECEIVED
TOWN CLERK'S OFFICE
2022 FEB -9 A 9:00
TOWN OF LUDLOW

Hubbard Library Staff is inviting you to a scheduled Zoom meeting.

Topic: Trustees Meeting - Hubbard Memorial Library

Time: Feb 8, 2022 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us//84381338497?pwd=bkVuQmNRUlFVck12cnVNVXpDQWhxdz09

Meeting ID: 843 8133 8497

Passcode: 116107

One tap mobile

+16468769923,,84381338497#,,,,*116107# US (New York)

+13017158592,,84381338497#,,,,*116107# US (Washington DC)

Meeting ID: 843 8133 8497

Passcode: 116107

Find your local number: https://us02web.zoom.us/u/kc8WCliNb7

Director's Report

New Business

- Vote to approve meeting minutes for 1/11/22 Library Board of Trustees meeting
- Stats
    - Adult Programming – 5 programs; 46 attendees
        - Melissa partnered with Hampshire / Hampden Conservation District to present 4 free gardening based programs for the Spring
        - Melissa applied for and received Ludlow Cultural Council grants for a musical performance "Hungrytown" in March ($500) and Museum of Bad Art "Dopplegangers" in April ($300)
        - A non grant based program offered by the presenter for free "The Highwaymen" in May
    - YA Programming – 13 programs; 81 attendees
    - Children's Programming – 20 programs; 280 attendees
- Discussion / review of Evaluation forms; vote on evaluation forms.
- Completed Town Annual Report
- Budget

- Level I budget has been submitted
- State aid award part one for FY 22 has been transferred into the proper account. The current balance is $52K.

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- Digitization
  - Completed digitizing and editing of remaining 34 glass plate negatives
    - Then upload to Digital Commonwealth
  - Microfilm digitization
    - Awaiting receipt of digitized content from Inception Technologies
  - Will be assigning scanning duties to a Senior Abatement volunteer for processing some newspapers, pamphlets, brochures... from the local history collection
  - Configured the metadata to Massachusetts Digital Commonwealth standards and transferred the first batch of 60 images to a thumb drive to mail to their offices for upload onto their website. This is currently the only repository for our digitized content
    - Digital Commonwealth staff are currently working from home and will advise when they return to their offices.
- Collection Development
  - Shelf signage has been completed on the lower level
  - Shelf signage is underway in the youth Services department – delay due to a staff member being out
  - Weeding of the collection is ongoing
- The elevator is undergoing a state inspection on 2/9/22
- Purchased a new air filtration system to further enhance air quality on the main floor of the library
- Pat agreed to be a part of the town Safety Committee. They meet on a quarterly basis.
- Reached out to Eliza Newland to coordinate setting up of display stands to showcase digitized content for the town 250TH meeting on 2/28/22.
- Facilities
  - Window Restoration
    - Submitted request to obtain Capital Improvement funding in the amount of $65K for FY 23
  - Masonry
    - Obtained bid from Acacio Sarrazina and Dukes LLC. for masonry work.
    - Awaiting response from E M Malone Mason Contractors
  - Shed
    - Shed should be installed within the next couple of weeks per Ken Batista from DPW
  - Lawn Sign
    - Lapierre Electric will be reaching out to install the electrical connections
    - Linda and I viewed a demonstration of the LED panel to be installed

- We agreed to add another row of LED panels increasing the size from 2' X 6' to 3' X 6'.
    - Submitted change to Justin Larivee, Building Inspector for the town to modify the permit changing the sign height from 8' to 9'.

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Old Business

- Parking lot
- Pavilion

Correspondence

- Library Annual Report

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.