Hubbard Memorial Library Board of Library Trustees - Meeting Notes

February 15, 2022

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2022 MAY 23 P 3:47
TOWN OF LUDLOW

Meeting called to order at 4:30 PM

In attendance: Patrick McGowan, Linda Collette, Garett Day

- Vote to approve meeting minutes for 1/11/22 Library Board of Trustees meeting – carry forward until all trustees can be present to approve and sing

Director's Report, presented by Pat McGowan

- Pat shared the stats
  - Adult Programming – 5 programs; 46 attendees
    - Melissa partnered with Hampshire / Hampden Conservation District to present 4 free gardening based programs for the Spring – it is free for the library
    - 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
    - This includes all active participant patrons
  - July has vacation coming up, Others will help support, but will affect – shows we need full time
  - Delany is getting up to speed, but will need support
- Discussion / review of Evaluation forms; vote on evaluation forms. – edits were suggested and will be taken back up at next meeting
- 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.

- Digitization
  - Completed digitizing and editing of remaining 34 glass plate negatives
    - Then upload to Digital Commonwealth
    - Waiting for Commonwealth to be ready
  - Microfilm digitization
    - Awaiting receipt of digitized content from Inception Technologies

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- 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 – uncovered some issues with updates for new state requirements on fire codes – could cost $4,000. Have a 90 day certificate to complete upgrades and can submit for extension
- 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 – head of high school art department - 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'.
        - Will wait until the ground thaws

Correspondence

- Library Annual Report

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Discussion/To Do:

Website – the Town is revamping the website including a better interactive calendar – Looking for Pat to meet with the Town to get the Library input

Status of add to staff – no updates from town

Library Week (Love Your Library Week in April 3 – 9). Let Friends know

Trustees to meet with staff periodically

Meeting adjourned at 7:30 pm

Next meeting – March 8th

Respectfully Submitted by

Garett Day – Secretary

Approved on: 4-12-22

By Board of Trustees:

Linda J Collette — 4.12.22

Name — Date

Nancy Gueripin — 5/10/2022

Name — Date

Garett Day — 4/13/22

Name — Date