Board of Library Trustees - Meeting Agenda

March 8, 2022

4:30 PM

Hubbard Memorial Library

Director's Report

New Business

RECEIVED
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2022 MAR -1 P 3:31
TOWN OF LUDLOW

- Vote to approve meeting minutes for 2/15/22 Library Board of Trustees meeting
- Stats
    - Adult Programming – 7 programs; 26 attendees
    - YA Programming – 9 programs; 33 attendees
    - Children's Programming – 24 programs; 212 attendees
- Vote on use of Evaluation forms
- Collection Development
    - Weeding is ongoing
    - Assigned videogame collection development to Marcelo
- Contracts
    - Cleaning – will begin to solicit bids for FY 23
    - Elevator – will begin to solicit bids for FY 23
- Digitization
    - Submitted 60 images to the Digital Commonwealth for upload to their website
    - Microfilm digitization
        - Received digitized microfilm records
            - Had Aidan add a note to our online resources / Local Interest section of the website
                - Material will be accessible in house through the use of a thumb drive
    - Have had a Senior Abatement volunteer scanning some newspapers, photographs, pamphlets, brochures... from the local history collection
- Outreach
    - Assisted in the 250th Committee town presentation on 2/28/22 at the Ludlow High School.
    - Had a nice PowerPoint presentation and display of digitized content
        - Ordered four black wire display stands for hanging art / local history content
- Facilities
    - Window Restoration
        - Submitted request to obtain Capital Improvement funding in the amount of $65K for FY 23

- Followed up with Selectmen's office regarding Window Restoration Capital improvement project request

- Masonry
  - Advised Acacio from Masonry by Acacio that they will be performing the work on the masonry project to start in early April or when the temperature has risen to around 55 degrees
- Shed
  - Shed has been installed
    - Requested key from Jodi from the Senior Center
- Elevator
  - The elevator failed the state inspection due to a change in the interpretation of state regulation and a lighting issue.
    - Reached out to Otis Elevator, Worcester Elevator to obtain bids
      - Accepted proposal for work from Worcester Elevator
- Lawn Sign
  - Lapierre Electric will be reaching out to install the electrical connections once the ground is less frozen

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Old Business

- Parking lot
- Pavilion

Correspondence

- Revised Evaluation form

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.