Hubbard Memorial Library

Board of Library Trustees - Meeting Minutes

March 8, 2022

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TOWN CLERK'S OFFICE
2022 MAY 23 P 3:47
TOWN OF LUDLOW

Called to order at 4:36 PM

In Attendance: Pat McGowan, Linda Collette, Nancy Guinipero (via on line), Garett Day

Director's Report presented by Pat

New Business

- Vote to approve meeting minutes for 2/15/22 Library Board of Trustees meeting – make grammar edits and vote all three minutes (Jan, Feb, Mar) at next meeting
    - Garett shared that The Town's clerk wants the Minutes handed in with all signatures.
- Pat shared the stats
    - Adult Programming – 7 programs; 26 attendees
        - Hope the new sign helps
        - Could look into if some programs need to be revamped
    - YA Programming – 9 programs; 33 attendees – this was with a school vacation week
    - Children's Programming – 24 programs; 212 attendees
- Vote on use of Evaluation forms
    - Garett Motioned to vote, seconded by Linda, approved by all
    - Look to start in April, give it to staff on the 1st with expectation for staff to complete and hand back to Pat by the 15th. Then, by the end of the month, Pat meets with each staff.
- Pat reported on the Collection Development
    - Weeding is ongoing
    - Assigned videogame collection development to Marcelo
        - Will advise Marcelo to avoid subscription-based games
- Pat provided updates on Contracts
    - Cleaning – will begin to solicit bids for FY 23
        - The current company is not meeting expectations
    - Elevator – will begin to solicit bids for FY 23
- Pat updated the Trustees on progress with 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
    - Some of the items were blurry – Pat will look for himself and Aidan to continue the scans to ensure they are done correctly

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- Pat shared his 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. They arrived today.
- Pat updated on facilities
    - Has meeting with Capital Projects Committee on 3/14
        - Will provide the documentation to show that the original estimates were based on inaccurate estimations of the size of the job
    - 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 and maintained around 55 degrees
    - Shed
        - Shed has been installed
            - Requested key from Jodi from the Senior Center
            - Linda is meeting with Jodi and will try to get the key
    - Elevator
        - The elevator failed the state inspection.
            - Failed for two reasons
                - Battery backup lighting
                - Change in State regulation for firefighter recall with the door
            - The repairs must be done by an elevator company
                - Reached out to Otis Elevator, Worcester Elevator to obtain bids
                - Accepted proposal for work from Worcester Elevator – there is a 90-day time frame. Worcester will take care of any extensions that might be needed and reschedule the re-inspection
    - Lawn Sign

- Lapierre Electric will be reaching out to install the electrical connections once the ground is less frozen

Old Business

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- Parking lot
  - Library is out of compliance on the number of parking slots per capacity of the building

Correspondence

- Revised Evaluation form

Discussion:

Pat shared:

- that with the increase of the local history documents, he has put in a request for the file cabinet from accounting to additional storage space
- Should be getting $2000 back in state aid from coverage of cleaning contract
- Pat was sworn in as a member of the safety committee
- He has delegated some of the safety planning to Mellissa
- Currently, the library is not facing any budget cuts for next fiscal year

The next meeting date/time Tuesday April 12 at 4:30 pm

Meeting Adjourned at 5:52

Kindly submitted by

Garett Day, Secretary

Approved on: 4-12-22

By Board of Trustees:

Linda J. Collette — 4.12.22
Name — Date

Nancy Gunepee — 5/10/2022
Name — Date

Dorothy — 4/12/22
Name — Date