**Board of Library Trustees - Meeting Agenda**

**April 12, 2022**

**4:30 PM**

**Hubbard Memorial Library**

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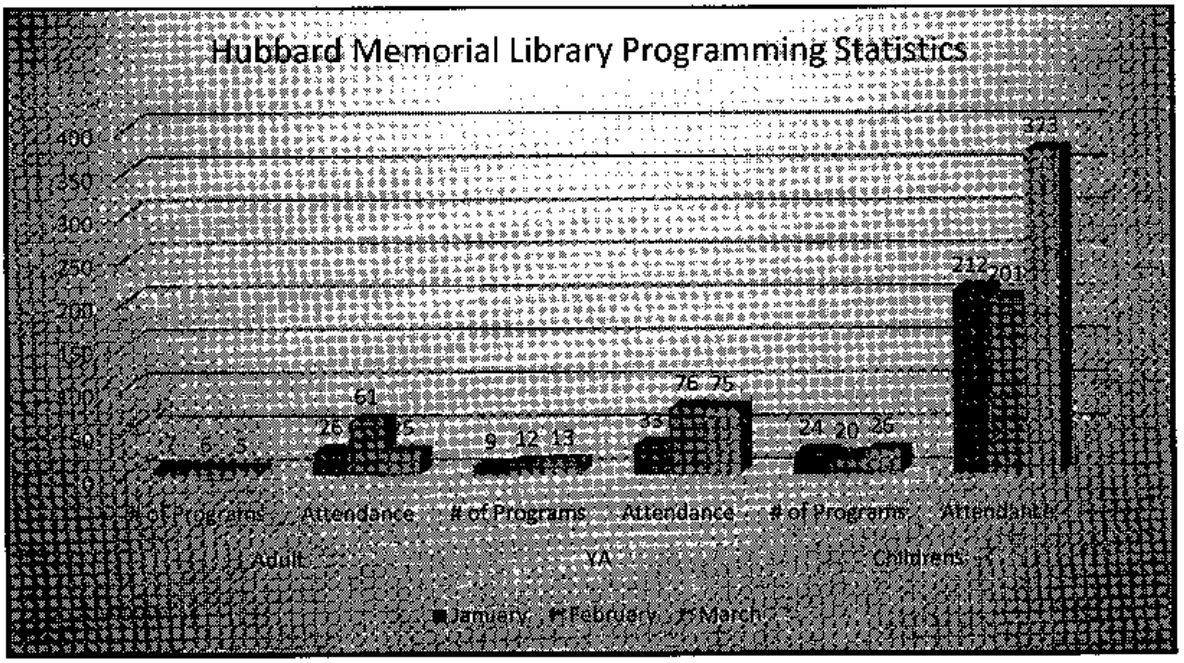
**Director's Report**

**New Business**

- Vote to approve meeting minutes for 4/12/22 Library Board of Trustees meeting
- Stats




- Policy
  - Review / vote on Patron Behavior policy
- Collection Development
  - Weeding is ongoing
  - Acquired 2 updated versions of Oculus Quest plus software. This bring the total of VR headsets in our collection to four.
  - Aidan has compiled usage statistics for the museum passes
    - Information has been provided to the Friends of the Ludlow Public Library

| Hubbard Memorial Library Museum Pass Usage | | | | |
|---|---|---|---|---|
| 2018 | 2019 | 2020 | Total Circs | Call Number |
| 0 | 0 | 0 | 11 | DESK MASHANTUCKET |
| 0 | 1 | 0 | 7 | DESK MUSEUM PASS FOR USS CONSTITUTION MUSEUM |
| 0 | 2 | 0 | 8 | DESK MUSEUM PASS FOR USS CONSTITUTION MUSEUM |
| 21 | 28 | 6 | 59 | MUSEUM PASS FOR CHILDREN'S MUSEUM AT HOLYOKE |

| | | | | | |
|---|---|---|---|---|---|
| | 3 | 8 | 5 | 41 | MUSEUM PASS FOR CONNECTICUT SCIENCE CENTER |
| | 10 | 10 | 4 | 25 | MUSEUM PASS FOR ERIC CARLE MUSEUM |
| | 9 | 8 | 1 | 25 | MUSEUM PASS FOR HOLYOKE MERRY-GO-ROUND |
| | 0 | 0 | 0 | 0 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 0 | 0 | 0 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 0 | 0 | 0 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 0 | 0 | 0 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 1 | 0 | 1 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 2 | 1 | 2 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 3 | 1 | 4 | MUSEUM PASS FOR MYSTIC AQUARIUM |
| | 0 | 7 | 4 | 11 | MUSEUM PASS FOR SPRINGFIELD MUSEUMS |
| | 0 | 2 | 0 | 2 | MUSEUM PASS FOR WISTARIAHURST |
| | 19 | 6 | 3 | 58 | MUSEUM PASS FOR ZOO IN FOREST PARK |
| | 12 | 8 | 4 | 40 | MUSEUM PASS MASS PARKS |
| | 13 | 4 | 6 | 42 | MUSEUM PASS MASS PARKS |
| | 8 | 9 | 5 | 25 | TELESCOPE |
| Total | 95 | 95 | 40 | | |

- Contracts
  - Cleaning – have received three bids to date for the cleaning contract
    - Will be coordinating with Marc Strange, Town Administrator
  - Will begin solicitation for Elevator contract after conferring with Marc Strange, Town Administrator
  - HVAC is normally handled by the town
- Digitization
  - Met with Historical Commission to obtain their permission to:
    - Purchase archival supplies and a storage cabinet using their department codes
      - Authorized by Historical Commission and Accounting
        - Purchased $804.10 of supplies and cabinet
    - Transfer the photograph / document / monograph collection to the Local History area in the library
      - Will begin process once cabinet has been received
  - Followed up with DPW to have them move a cabinet from Accounting to the library
  - Submitted 60 images to the Digital Commonwealth for upload to their website
  - Completed digitization
    - 95 photographs from our original collections
      - additional material is in process
    - 21 photographs loaned from a patron
- The transmittal of the second portion of State Aid for FY 22 will be done shortly in the amount of $21,953. The current balance is $34,900.
- Wil begin staff evaluations after initial roll out
  - Potential meeting between Trustees and Staff
- FY 23 budget process is proceeding
- Attended Friends of the Ludlow Public Library meeting
- Attended the 250th Committee meeting

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- Will be assisting in the Open Town Hall at the Senior Center on 4/8/22 and in June.

- Attended focus group as part of the process of creating a new strategic plan for the Ludlow Community Center / Randall Boys and Girls club
- Partnered with Valley Opportunity Council to have an Energy Assistance van at the library on 54/22
  - Future potential programming collaboration along with Springfield Partners for Community Action
    - Employment Workshop series
  - Connected Chile from Ludlow Boys and Girls Club the with the Valley Opportunity Council and Ludlow Area Adult Learning Center
- Facilities
  - Children's Programming Enhancement
    - Sent initial email to begin discussion to have playground equipment from the former Veterans Park School relocated to the town property adjacent to the library
      - Will be attending 4/6 Board of Selectmen meeting with Linda Collette, Library Board of Trustee Chairperson to make a formal request
  - Window Restoration
    - Awaiting notice from Capital Planning Committee
  - Masonry
    - Masonry by Acacio will be performing the work on the masonry project to start in mid-May or when the temperature has risen to around 55 degrees
  - Elevator
    - Followed up with Worcester Elevator and the work needed to address state inspection issues will be completed by the end of May.
      - Paul Hasbrouck, President, Worcester Elevator Co., Inc. has provided notice from the state re: an extension until the end of 2022 in which to complete repairs
  - Lawn Sign
    - Reached out to Chuck from Chuck's Signs and they are in the process of assembling the overall sign (LED panels being received week of 4/5/22.) Should be installed by end of April.
    - Lapierre Electric will be reaching out to install the electrical connections once the sign is installed

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**Old Business**

- Parking lot

**Correspondence**

**Patron Behavior Policy 1.2**

**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.

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