Hubbard Memorial Library

Board of Library Trustees - Meeting Minutes

April 12, 2022

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

Called to order at 4:15 PM

In Attendance: Pat McGowan, Linda Collette, Nancy Guinipero (via on line), Kathleen Ouimette
Guest – Garrett Day (thanked him for his service as Library Trustee)

Director's Report presented by Pat

New Business

- Vote to approve meeting minutes for 3/8/22 Library Board of Trustees meeting.
- Vote taken on Library Trustee positions;
- Linda Collette, Chair person
- Nancy Guinipero, co secretary
- Kathleen Ouimette, co secretary

- Pat shared the stats
  - Adult Programming – 5 programs; 25 attendees
    - Hope the new sign helps
  - Could look into if some programs need to be re vamped. such as book club. The signage could bring in more patrons.
  - YA Programming – 13 programs; 75 attendees – this was with a school vacation week
  - Children's Programming – 26 programs; 373 attendees
- State Aid current balance $55,000
- Patron Behavior discussed, motion made by Nancy passed.
- Pat reported on the Collection Development
  - Weeding is ongoing
  - Program purchased for $396.00
- Pat provided updates on Contracts
  - Cleaning – will begin to solicit bids for FY 23
    - The current company is not meeting expectations 3 bids were received to date. Will coordinate with Marc Strange the Town Administrator
  - Elevator – will begin to solicit bids for FY 23 with Worcester and Otis.
  - HVAC – normally handled by town
- Pat updated the Trustees on progress with Digitization
- Met with Historical Commission they have approved $804.10 for purchases of cabinet and supplies
- Patrick followed up with DPW to move cabinet from Town Hall to Library

- Submitted 60 images to the Digital Commonwealth for upload to their website. Also completed digitization of 95 photographs from our original collection and 21 photographs loaned from a patron.

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- Pat shared his Outreach
  - Assisted in the 250th Committee town presentation at the Ludlow Senior Center.
  - Had a nice PowerPoint presentation.
- Pat updated on facilities
  - Is meeting with Capital Projects Committee.
    - 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
      - Awaiting notice from Capital Planning Committee
  - 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
  - Children's programs enhancement.
    - Pat has reached out to all the town department to have playground equipment moved from Veterans Park School and relocating it to library property. Patrick and Linda attended the 4/6 Selectmen's meeting to make a formal request.
  - 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 – Paul Hasbrouck, President. Paul did receive an extension till the end of 2022 to complete repairs and reschedule the inspection
  - Lawn Sign

- Patrick spoke with Chuck from Chuck's Signs and they are in the process of assembling the overall sign and installation should happen by the end of April. Lapierre Electric will finish the electrical connection once the sign is installed

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Old Business

- 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:

- Will be getting $2000 back in state aid from coverage of cleaning contract

Adjourn at 5:23pm

The next meeting date/time May 10 at 4:00pm

Meeting Adjourned at 5:52

Kindly submitted by

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: 5-10-22

By Board of Trustees:

Linda J Collette — 5.10.22

Name — Date

Nancy Guinipero — 5/10/2022

Name — Date

Kathleen a Ouimette — 5/10/2022

Name — Date