Board of Library Trustees - Meeting Agenda

May 10, 2022

4:30 PM

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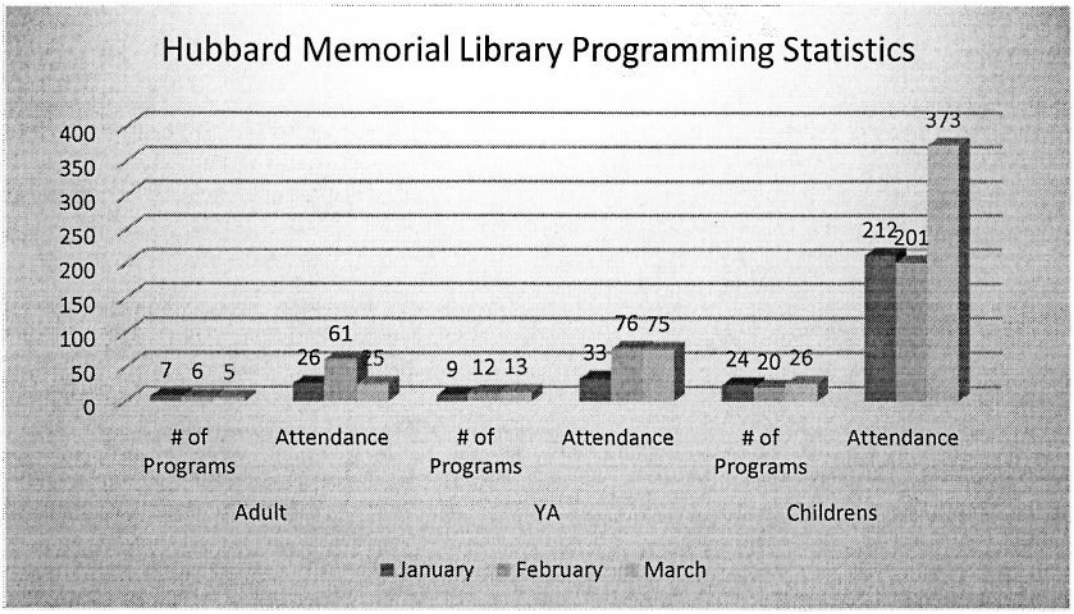
2022 MAY -5 A 8:55
TOWN OF LUDLOW

Hubbard Memorial Library

Director's Report

New Business

- Vote to approve meeting minutes for 4/12/22 Library Board of Trustees meeting
- Finalize approval of meeting minutes from January – March 2022 Library Board of Trustees meetings
- Stats



- Collection Development
  - Weeding is ongoing
  - Executed new agreement with Baker & Taylor for a Sustainable Shelves program which lets us have Baker & Taylor either provide a 15% credit for materials or have the items re-housed / recycled.
- Digitization
  - Met with Historical Commission to obtain their permission to:
    - Received archival supplies and a storage cabinet on behalf of the Historical Commission
      - Provided a copy of the key to John Moll from the Historical Commission
    - Completed transfer of the photograph / document / monograph collection to the Local History area in the library
      - Will begin process once cabinet has been received
  - Received the cabinet from Accounting (dated August 28, 1917)

        - Had a new lock installed
- Staff
    - Will begin staff evaluations after review by HR is complete
    - Interviews for the PT Library Aid position are happening first week of May.
- FY 23 budget process is proceeding
- Attended Friends of the Ludlow Public Library meeting
- 250th Committee
    - Will be assisting in the Open Town Hall at the high school auditorium in June.
- Contracts
    - In process of obtaining final quotes for Elevator preventative maintenance and for janitorial services
- Facilities
    - Window Restoration
        - Awaiting notice from Capital Planning Committee
    - Masonry
        - Masonry by Acacio completed the repairs to the exterior masonry and to the Program Room fireplace bricks
    - 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
        - Chuck's Signs has completed installation of the lawn sign
        - Lapierre Electric completed installation of the electrical connections
            - Provided admin access to all FT staff

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Old Business

- Parking lot

Correspondence

Town Memos:

- ATM Warrant May 9 2022_Final
- STM WARRANT May 9 2022

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.