Hubbard Memorial Library

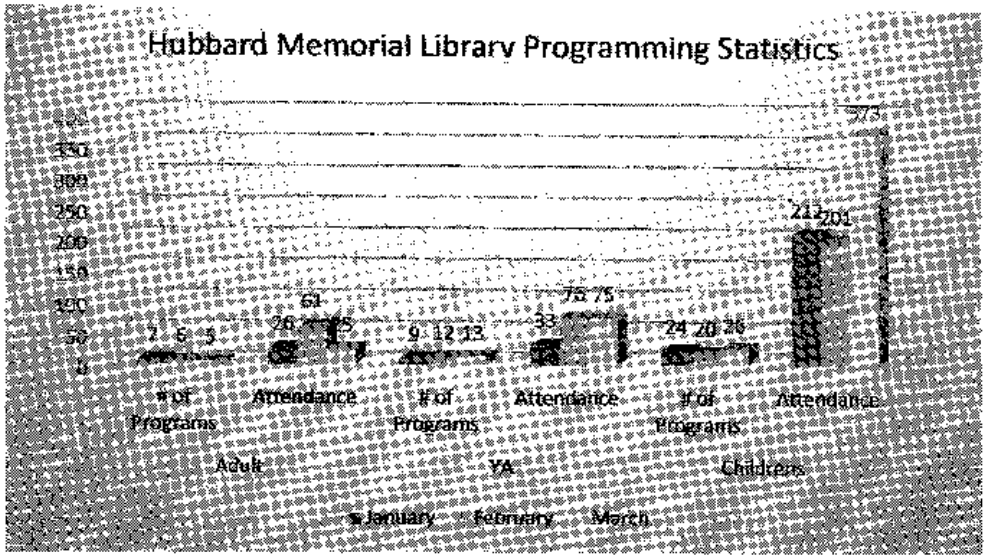
Board of Library Trustees - Meeting Minutes
May 16, 2022

Call to order at 4:00 PM

In attendance: Patrick McGowan. Linda Colette. Nancy Guinipero, and Kathleen Ouimette

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
- Patrick reported on stats



- Collection Development
    - Weeding is ongoing
    - Executed new agreement with Baker & Taylor for a Sustainable Shelves program which lets us have Baker & Taylor either provides a 15% credit for materials or have the items re-housed / recycled. Free to us.
- Digitization
    - Linda and Patrick 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
        - Patrick is rehousing some of the materials and he will number the mylar
        - Patrick will work with Dennis Hackett from the Reminder to feature historical pictures
- Staff
    - Approval was given to move forward with staff evaluations
    - New library aide Kristin Santos was hired for 18 hours.
- FY 23 budget process is proceeding
- Patrick 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
    - Worcester Elevator was given the contract, which the inspection in the bid
    - T&S cleaning was the lowest bid, also a bid was presented by Absolute cleaning
- 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

Old Business

- Parking lot, schedule to meet with planning board, DPW, Selectman and Park and Recreation

Correspondence

Town Memos:

- ATM Warrant May 9 2022_Final

- STM WARRANT May 9 2022

Adiourn 5:07PM

Next meeting June 7, 2022 at 4:00 PM

Kindly submitted by

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: June 7, 2022

By Board of Trustees:

Linda Collette — 6.7.22

Name — Date

Nancy Guinipero — 6/7/2022

Name — Date

Kathleen Ouimette — 6/7/2022

Name — Date