Board of Library Trustees - Meeting Agenda

June 7, 2022

4:30 PM

Hubbard Memorial Library

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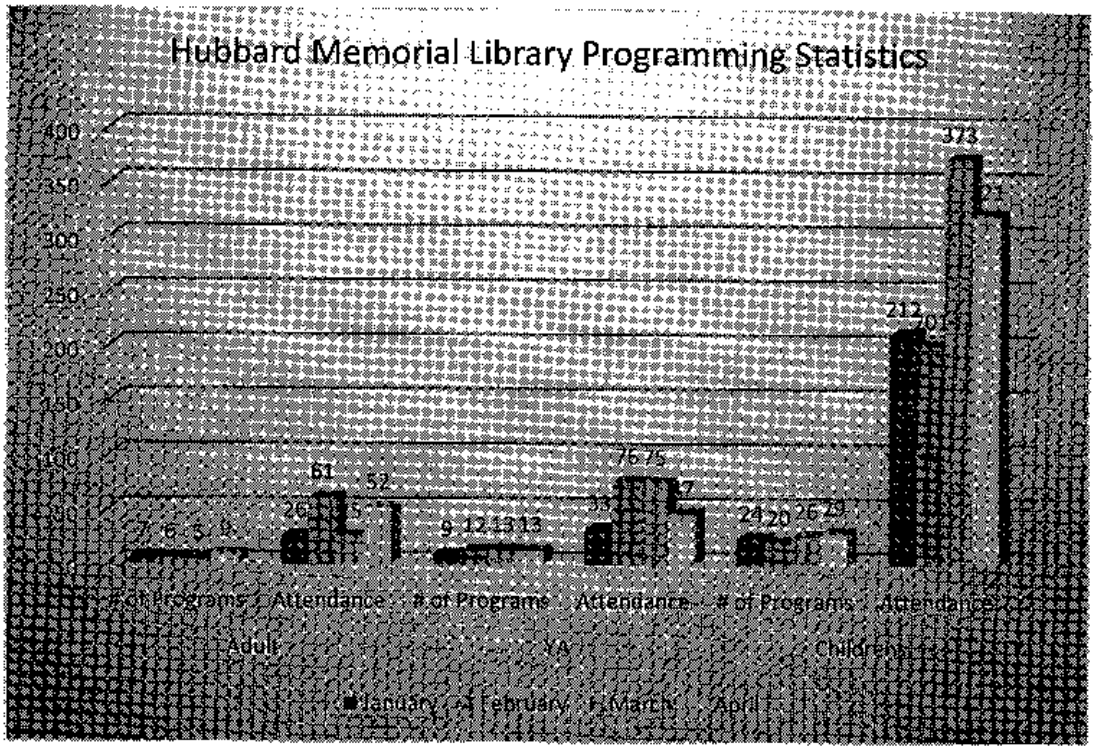
TOWN OF LUDLOW

Director's Report

New Business

- Vote to approve meeting minutes for 5/10/22 Library Board of Trustees meeting
- Stats



- We have had our WIFI Hotspot devices upgraded from Mobile Beacon. This will provide 5G access.
- Completed Ludlow Community Market vendor application- 5/10/22
- Completed CW Mars network Agreement for FY 23.
- MBLC has new databases accessible via their statewide program:
  - **PebbleGo (Animals and Biographies modules)**, an easy to use, kid-friendly database aimed at students in grades K-3.
  - **Transparent Language Online for Libraries**, available as both a mobile app and on the web, provides lessons and language learning for more than 100 different languages.
  - **Gale LegalForms** offers a wide selection of Massachusetts-specific, customizable legal forms.
  - **Gale Interactive Science** is a virtual lab which gives students access to interactive 3D models along with guided lessons and lab activities.
  - **Gale Presents Peterson's Test Prep** is a companion to the Career Prep product, with help for a number of standardized tests and college research.
- Collection Development

- Weeding is ongoing
- Assigned Sustainable Shelves program oversight to Amanda – 5-12-22

- Digitization
  - We have completed digitization of:
    - 97 glass plate negatives
    - 108 Local History images
    - 101 Historical Commission images
      - Kathleen Ouimette assisted with the re-housing of some Historical Commission images

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- Staff
  - Started staff evaluations
  - Kristin Santos has been hired as the new PT Library Aide in the Youth Services department.
- FY 23 budget has been approved
- 250th Committee
  - Will be assisting in the Open Town Hall at the high school auditorium in June.
- Contracts
  - Submitted all documents for cleaning contract and elevator preventative maintenance contracts.
- Facilities
  - The library has been approved in the amount of $65,410 for the window restoration project
  - Elevator
    - Elevator inspection completed – passed 5/19/22
    - Grodsky completed repairs to an electric motor in the Boiler Room.
      - The town agreed to cover the repair costs.

Old Business

- Parking lot

Correspondence

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.