Hubbard Memorial Library

Board of Library Trustees - Meeting Minutes

June 7, 2022

Call to order at 4:01 PM

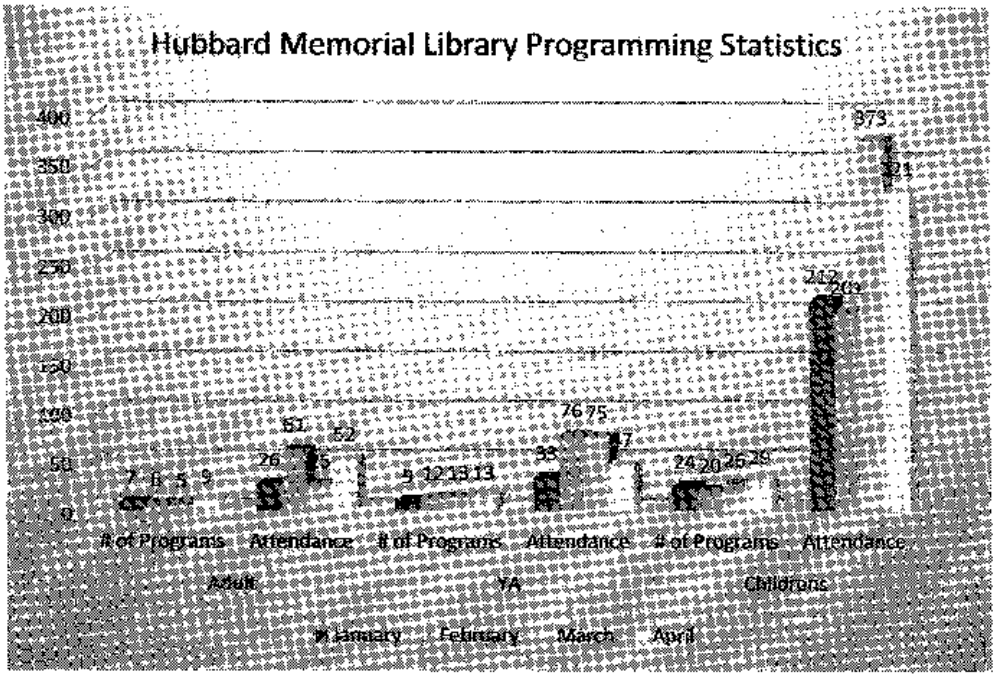
In attendance: Patrick McGowan, Linda Colette, Nancy Guinipero, and Kathleen Ouimette

Motion made by Kathleen Ouimette to approve the May 10, 2022 minutes, Nancy Guinipero second, minutes approved.

Director's Report

New Business

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



- The library WIFI Hotspot devices were 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.
- Possible marketing opportunities with People's Bank in conjunction with the 250th, for social media.

- Adult programing with Matt York from the Highway men was well attended with over 90 patrons enjoying the evening.
- Patrick McGowan to meet with the gentleman from UK to do some marketing this summer.
- The library will have a table at the Ludlow Community Market on September 18, 2022.
- Baker and Taylor, part of the sustainable shelves will handle all the discards, pack and pick them up. Refund money will go back to the library.
- The town has approved a new position for the library for a MLS non-union position for FY 2022-23.
- The state will cover the cost of the Transparent Language which will be a savings for the library. The services for the library are:

  - **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 on 5-12-22.
- Digitization
  - We have completed digitization of:
    - 97 glass plate negatives
    - 108 Local History images
    - 101 Historical Commission images
      - Kathleen Ouimette and Nancy Guinipero assisted with the re-housing of some Historical Commission images.
- 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 for the library.
- 250th Committee
  - Patrick 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 from the Capitol Planning funds
    - Elevator
        - Elevator inspection completed – passed on 5/19/22.
        - Grodsky completed repairs to an electric motor in the boiler room. The town agreed to cover the repair cost of $1,100.00.

Old Business

- Parking lot

Correspondence

Adjourn at 5:33 PM

Next meeting August 9, 2022 at 10:30 AM

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: August 9, 2022

By Board of Trustees:

Linda J Collette — 8.9.22

Name — Date

Nancy Guinipero — 8/9/2022

Name — Date

Kathleen A Ouimette — 8/9/2022

Name — Date