Board of Library Trustees - Meeting Agenda

November 15, 2022

5:30 PM

Hubbard Memorial Library

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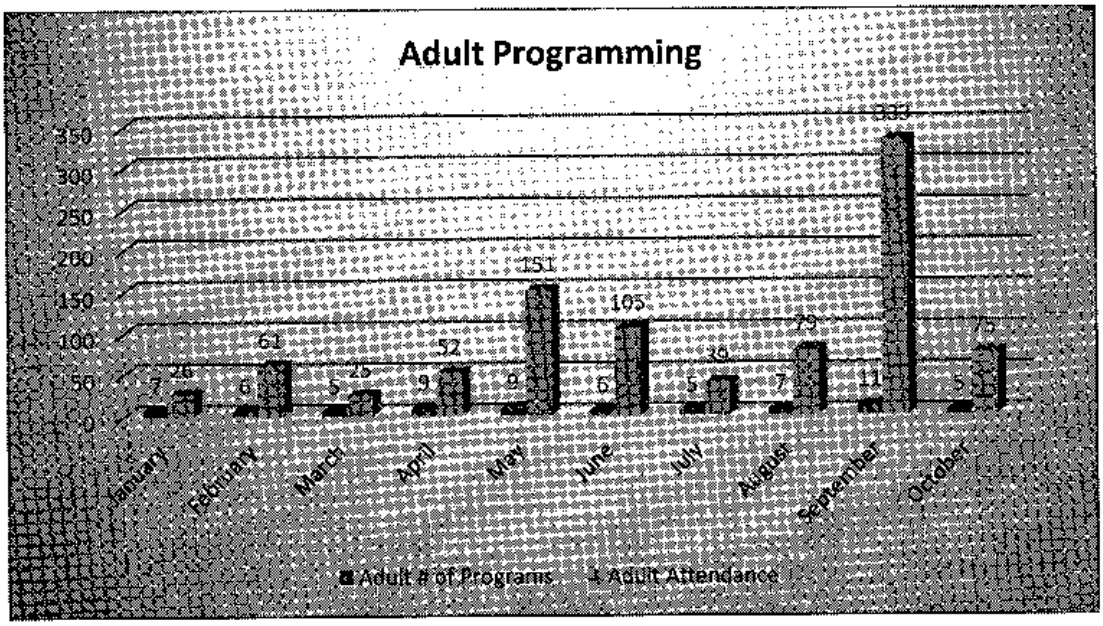
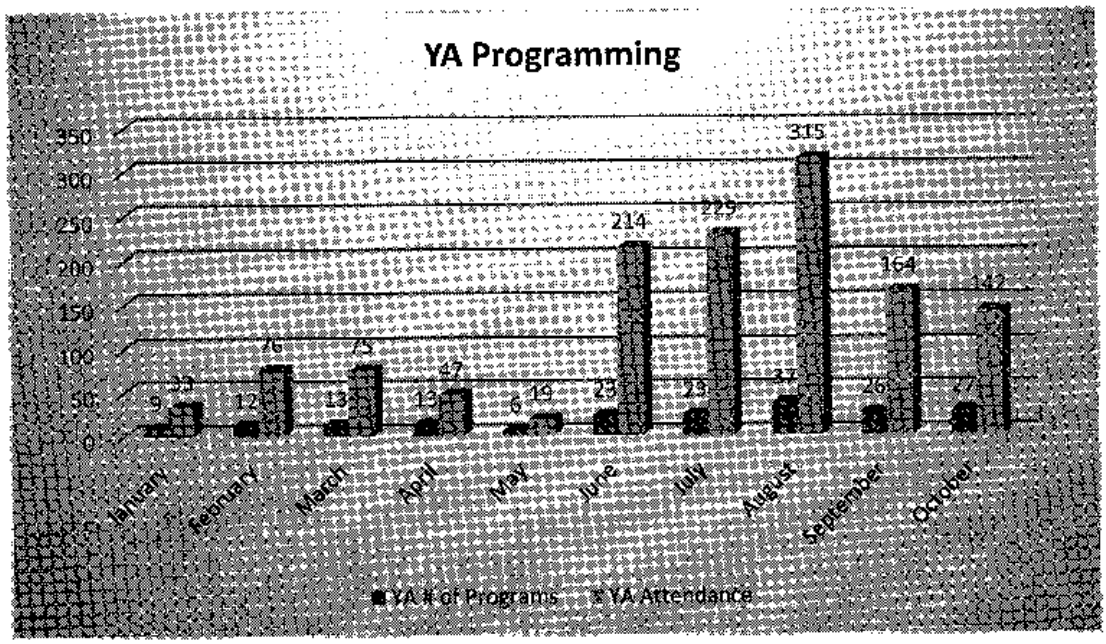
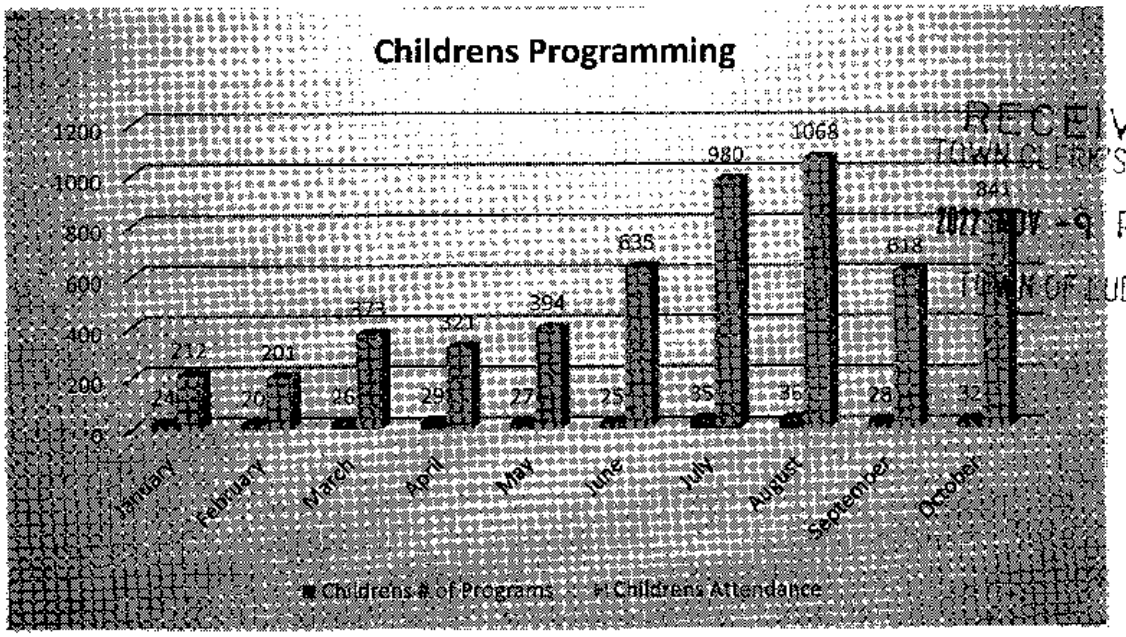
Director's Report

New Business

- **Vote to approve meeting minutes for 10/11/22 Library Board of Trustees meeting**
- **Programming**







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- **Collection Development**
  - Acquired Kanopy streaming resource
  - Weeding is ongoing
  - Tracy is working on project to integrate the Graphic Novel collection into the basement
    - Preparations for first steps of Reference Department configuration
- **Facilities**
  - The new Chief Procurement Officer will be handling the Window Restoration procurement
    - I have submitted necessary documentation to her office and had two meetings with Lori and consultants.
  - Obtained one new improved water fountains with touchless bottle filling functionality for Youth Services
  - Paul Bianco / Leo's Glass Works have completed restoration and installation of the stained-glass window
  - Called Grodsky to address lack of heat on 2nd floor. Nelson came in and found the boiler not working. He started the motor with difficulty and recommends replacement of the boiler motor.
    - Obtained a quote in the amount of $1535.04
      - Conferred with Trustees
        - Accepted quote and notified Grodsky
- **Staff Development / Staff**
  - Planning for a staff development training day
  - Aidan and Kristin have received cross training to support other departments.
  - Completed fire drill

- Worked with HR to post the L-I position
- December meeting with Accounting / Marc Strange re: new position / classification requests

- **Local History / Digitization**
  - Pat has been working on using archival storage to rehouse film negatives and gathering metadata from Historical Commission materials.
    - In preparation for sending out to be digitized by the Boston Public Library
  - Tracy has been working on having an Archival expert from the MBLC come out to perform an assessment of our historical Collections.
- **Budget**
  - Submitted Level I budget.
- **State Aid**
  - Received notice of first portion of State Aid Award in the amount of $25,726.17.
- **Other**
  - The Board of Selectmen denied the request for a trustee stipend.
  - Completed Fire Drill
  - Library Space Planning visit
    - Follow-up meetings re: next steps.
      - Developed draft Action Plan
  - Checked with Clerk's Office Re: capital improvement notice – nothing yet
  - Provided letter of support for Ludlow Area Adult Learning Center ESL funding

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Old Business

- Parking lot

Correspondence

- Draft Action Plan
- Staff Development Day - outline

Town memos

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.