Board of Library Trustees - Meeting Agenda

January 10, 2023

5:30 PM

Hubbard Memorial Library

RECEIVED
TOWN CLERK'S OFFICE
2023 JAN -4 P 2:00
TOWN OF LUDLOW

Director's Report

New Business

- **Vote to approve meeting minutes for 12/13/22 Library Board of Trustees meeting**
- **Programming**
  - Aidan – High school Dungeons and Dragons Club – 22
  - Tracy / Melissa – Body Balm Making program – 21
  - Monthly reporting for December not received yet except for the above programs
- **Collection Development**
  - Ongoing weeding is taking place
- **Facilities**
  - Worked with Linda Collette and Tracy Snow to redesign the Conference Room
  - In the process of obtaining a white board from the Veteran's Park School
  - Completed removal of dismantled computer desk and extra table from the Program Room / conference Room
  - Called Worcester Elevator to address issues with the Basement elevator button and down arrow lighted indicator
  - Reach out to IT re: security camera footage. They indicated that several interior security cameras were not working
    - Ordered replacement parts
  - Had Lapierre electric come out to address failed exterior pole light located near the parking lot
  - The new Chief Procurement Officer will be handling the Window Restoration procurement
    - Window Restoration Project - Testing has been completed on the Windows / Walls / Exterior door for asbestos / lead
      - Awaiting receipt of report
    - Working with Lori Belanger, CPO for the town to generate an RFP for the project
- **Staff Development / Staff**
  - New Library Clerk position should be starting on 1/17/23.
  - December meeting with Accounting / Marc Strange re: new position
  - Working to complete contract to have an intern from Simmons College come out and assist in multiple tasks. The start date would be 1/10/23, 20 hours per week for a total of 135 hours.

- **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.
    - Awaiting BOS decision regarding converting PT Library Aid position in Youth Services to a FT position
- **Strategic Planning**
  - Review draft action plan creating working group and initial steps
  - Solicited input from multiple consultants
  - Working on developing a: Scope of work for the consultant
  - Received one proposal and have two meetings scheduled with additional consultants
  - Solicited staff / trustee input re: community stakeholders
  - Have continued to upload resources to the Google Drive SP folder
    - Community survey samples
      - Will be working on generating a community survey to be adopted

RECEIVED
TOWN CLERK'S OFFICE
2023 JAN -4 P 2:00
TOWN OF LUDLOW

Old Business

- Parking lot
- Window Restoration Project

Correspondence

- Pronevitz Library Consulting Strategic Plan proposal

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.