Board of Library Trustees - Meeting Minutes
February 7, 2023
4:00 PM
Hubbard Memorial Library

Director's Report

New Business

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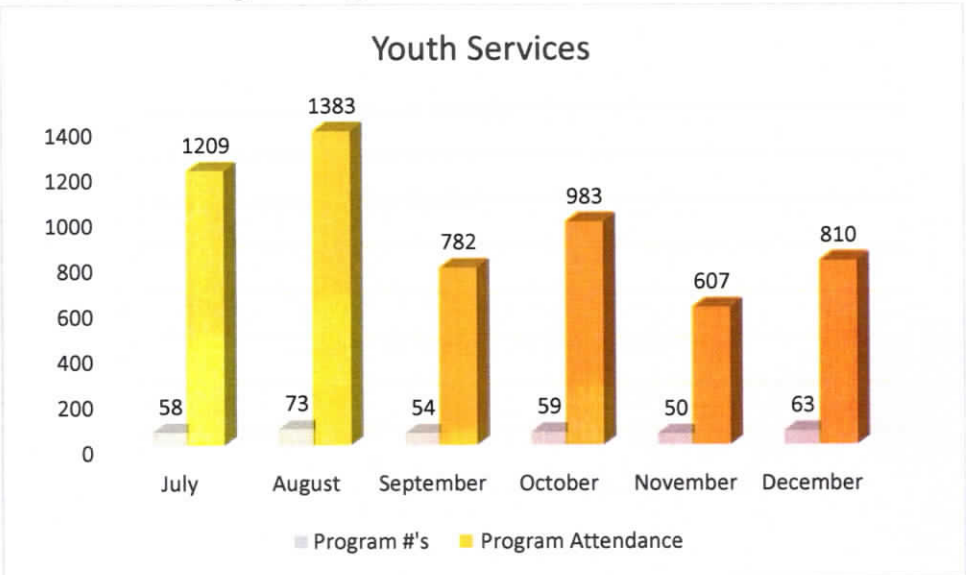
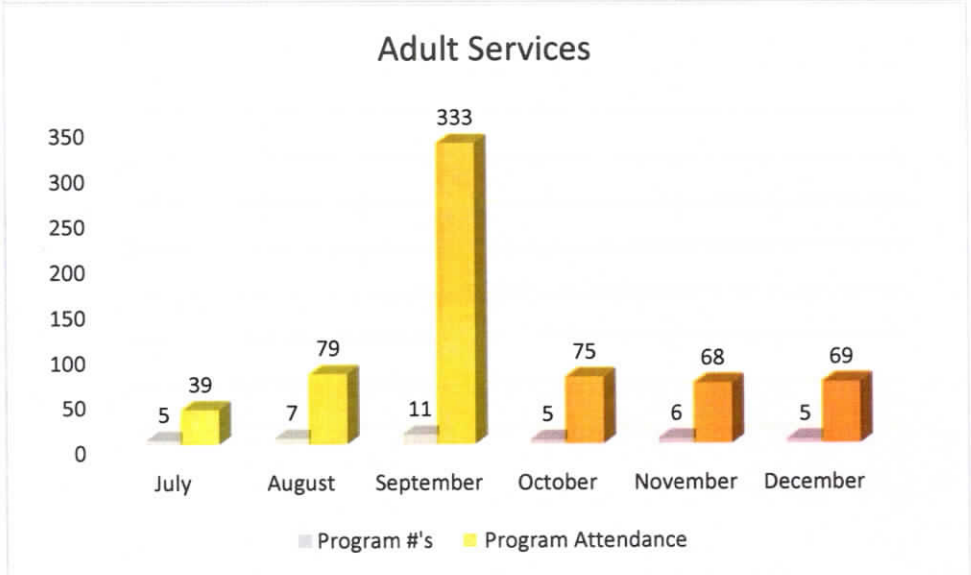
2023 JUN 11 P 3:20
TOWN OF LUDLOW

- Vote postponed approving meeting minutes for 1/10/23 Library Board of Trustees meeting.
- **Safety**
  - Patrick attended the Safety Committee Meeting.
    - Staff training to follow.
- **Patrick reviewed the Programming**





- **Patrick discussed Collection Development:**
  - Ongoing weeding is taking place by all.
  - July identified a new Health and Wellness database for teens – awaiting review by July. CARES donated $535.00 towards the data base.
  - Tracy, Aidan, and intern Lynn Bradford completed the reorganization of the Large Print / Magazine collections to improve accessibility.
  - Tracy is weeding Adult Non-fiction to create space for the relocation of the Graphic Novel Collection.
- **Pat updated the Trustees on Facilities:**
  - As discussed prior, Lori Belanger the CPO continues to handle the Window Restoration procurement. Pat will work with Lori to generate an RFP for the project.
  - Pat worked with Worcester elevator to correct basement elevator button issue. The issue was resolved on 1/6/23. The price was $1,700,00.
  - Pat purchased a new clock for the Program Room.
  - Pat called Stanley Access Technologies for repair of a faltering / unpowered interior door.
  - Pat had Fletcher Sewer and Drain come out to repair a failing sump pump, which is still in process as parts are needed.
    - Also Pat reached out to Scott's Plumbing to correct check valve problem in sump pump system.
  - Pat is looking into a new fax machine as the current one is outdated.
  - Pat had Joe Mole come in for a few projects:
    - Installed a mantel piece in the Program Room.
    - Repaired some loose treads in the turret.
    - Furniture gliders have been received and Joe will be installing them 2/1/23.
    - Will be working on shoring up shelving units.

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- **Patrick discussed Staff Development / Staff**
  - Pat discussed changes for the Part-time Library Aid position to a classification scale.
  - Pat happily announced that Morgan Stapleton has started her position as Library Clerk.
  - Pat told the Trustees that he will start holding monthly Management meetings with July and Tracy.
  - Patrick submitted staff training request to MLS for April / May.

- **Pat updated the Trustees on local history / Digitization;**
  - Pat continues to work on using archival storage to rehouse film negatives and gathering metadata from Historical Commission materials.

        - This is prep work for sending out materials to be digitized by the Boston Public Library.
    - Tracy and Pat have been working with an archival expert from the MBLC who will be come out to perform an assessment of our historical Collections.
    - Pat completed digitization of 313 slides from the Bicentennial parade and activities for the town.
    - Pat received 4 oversized photograph boxes to house the oversize collection of pictures.
        - Intern Lynn Bradford will be working on re-housing those images and compiling metadata.
            - On Feb 14th, (Tracy working on confirmation) the consultant from Boston Public Library / Digital Commonwealth will take some of the rehoused materials to digitize.
    - Pat completed a webinar on "Answering Your Questions about Metadata." Lynn Bradford has completed 18 E-Books of historical material as well as an E-resources brochure.

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TOWN OF HUDSON

- **Pat discussed Marketing:**
    - Pat requested that Aidan add a notice regarding fines and Newsbank Special Reports access instructions and topics to the News section and slideshow for the website.
    - Pat reached out to Rhyme Digital to obtain a quote for a website calendar upgrade.

- **Pat updated Trustees on the Budget:**
    - Patrick submitted an adjustment to the Level II budget.
        - He is awaiting the Board of Selectman's decision regarding converting Part-Time Library Aid position in Youth Services to a Full-Time position.
        - Tracy and Pat completed an unrestricted grant application to the Massachusetts Cultural Council. The Hubbard Memorial Library was awarded $46,010. The Trustees thanked Patrick and Tracy for a job well done. Patrick and Tracy are in the process of completing the contract.
- **Patrick discussed the Strategic Planning:**
    - Pat and Linda developed the scope of work for Strategic Planning consultant.
    - Strategic Planning consultant outreach:
        - Pat and Linda solicited input from multiple consultants.
        - Pat and Linda have meetings scheduled with Michelle Eberle from MLS to discuss components of Meeting 1.
        - Linda and Pat have two Zoom meetings scheduled with Abby Straus and Deb Hoadley to obtain input. RE: hiring to facilitate meeting 2 & 3.
    - Library Staff completed review of draft action plan creating working groups and initial steps.

- Pat continues to upload resources to the Google Drive in the Strategic Planning folder. Also working on the following:
  - Community survey samples
    - Completed draft Adult Survey
    - July is working on a teen survey.
  - In process of compiling usage stats by hour / day for visitors to Adult / Youth Services.
- Cleaning Contract:
  - Pat gave a tour of the facility and scope of work to Savino Melluzzo President of New Clean LLC.

Old Business

- Parking lot – on going,
- Window Restoration Project – on going.

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The next meeting is March 7, 2023 at 4:00 pm.

The meeting adjourned at: 5:04 pm.

Entered into Executive Session at 5:04 pm.

Kindly submitted by

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: 6/6/23

By Board of Trustees:

Linda J. Collette — 6.6.23

Name — Date

Kathleen Ouimette — 6/6/23

Name — Date

Nancy Guinipero — 6/6/2023

Name — Date