Board of Library Trustees - Meeting Agenda

March 7, 2023

4:00 PM

Hubbard Memorial Library

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Vote to approve meeting minutes for 2/7/23 Library Board of Trustees meeting

Director's Report

New Business

- **250TH**
  - Met with Brian Balicki re: 250th book development
- **Policies**
  - Review / vote re: Weather Policy
- **Collection Development**
  - Ongoing weeding is taking place
  - Tracy shifted Graphic Novel collection to downstairs
- **Facilities**
  - Tracy reorganized Reference Room table / seating arrangement
  - Completed one portion of sump pump repair
    - D & S Plumbing is in the process of fixing a "check valve" for the sump pump
  - Window Restoration Project
    - Modified RFP and provided to Lori Belanger
    - Requested copy of evaluation testing for our records
    - Essentially asked to expedite the project
- **Staff Development / Staff**
  - Submitted staff training request to MLS for April / May
  - Completed QTIP 2/9 and Diversity training 2/23; signed up for four part management / leadership course (MIIA)
  - Submitted request for staff training to MIIA and to MLS for April / May
- **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
- The camera used by the Boston Public Library needs extensive repairs and will not be available for approximately six months
- Advised Jake Sadow, Preservation Specialist from Boston Public Library that he could come out and obtain yearbooks from our collection to digitize
- Completed and submitted evaluation for Lynn Bradford, Intern from URI Library Science Program
- Discussed with Aidan him taking on digitization projects for local history content 2/24
    - This coincides with the end of Lynn Bradford's internship
- Aidan confirmed they will be researching a camera purchase to assist in digitization / marketing

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- **Marketing**
    - Provided info to town PR firm for MCC grant
    - Requested that Aidan add some items to the News section and slideshow for the website.
    - Requested that Morgan begin social media outreach and marketing using Instagram.
- **Outreach**
    - Attended Historical Commission and Ludlow Cares Coalition meeting
- **Budget**
    - Submitted adjustment to Level II budget.
        - Awaiting BOS decision regarding converting PT Library Aid position in Youth Services to a FT position
    - Melissa discussed the potential for the creation of a "Rainy day" investment fund for future projects
    - Paid investigation contractor
    - Executed MCC contract 2/9/23
- **Strategic Planning**
    - Finalized consultant decision with Linda and executed Consultant Agreement Finalized meeting schedule for SP

        - Requested a meeting space at Baird Middle School
    - Held SP Workgroup meeting and identified staff to perform preparatory tasks
        - Obtained input regarding tasks to be completed and timeline
        - Established deadlines for tasks
    - Purchased two new foldable flip charts for SP meetings
        - Will follow up with Joe Mole re: smartboard installation
    - I tested the smartboard and it works
- **Contracts**
    - Have a meeting scheduled 3/8 for City Wide Janitorial in preparation for the FY 24 Janitorial Contract

Old Business

- Parking lot
- Window Restoration Project

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Executive Session

Correspondence

Revised Inclement Weather Policy

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.