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

Postponed to approve meeting minutes for 3/7/23 Library Board of Trustees meeting.

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Director's Report

New Business:

- **Ludlow 250th Celebration Book Committee:**
  - Pat met with Chair of the 250th Book Committee Brian Bylicki - Re: 250th book development to discuss archival pictures that the library has.
- **Policies**
  - Patrick and Trustees reviewed and voted on the Inclement Weather Policy for the library. This policy now follows the Town of Ludlow's Inclement Weather Policy. The previous library policy did not. The vote was unanimous by the Board of Trustees. Patrick will work with the DPW and the Ludlow Police Department in regards to the weather as they are the departments that make the decision to delay opening and / close due to the inclement weather.
- **Collection Development**
  - Pat and staff continue with on-going weeding.
- **Facilities**
  - Tracy reorganized Reference Room table / seating arrangement.
  - Pat worked with Joe Mole on the installation of the Whiteboard. The Whiteboard was tested and it works. A big thanks to Joe Mole.
  - Patrick reported that one portion of sump pump repair is completed.
    - D & S Plumbing is in the process of fixing a "check valve" for the sump pump.
  - Pat discussed the Window Restoration Project:
    - A modified RFP was provided to Lori Belanger.
    - Pat requested copy of evaluation testing for the library's records.
    - Pat asked that the window project be expedited.
- **Staff Development / Staff**
  - Pat submitted staff training request to MLS for April / May. Waiting on an answer.

- Pat completed QTIP 2/9/23 and Diversity training 2/23/23. Pat signed up for a four- part management / leadership course through (MIIA). The Trustees are happy that Pat is taking advantage of these courses as it will help with his leadership skills and his communication skills with his staff. The town receives an insurance break if town employees take advantage of this program.

- **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. Pat and Tracy are still waiting on word from them when the materials can be sent. This is due to the camera used by the Boston Public Library needs extensive repairs and will not be available for approximately six months.
  - Tracy advised Jake Sadow, Preservation Specialist from Boston Public Library that he could come out and obtain yearbooks from our collection to be digitized.

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  - Pat completed and submitted evaluation for Intern Lynn Bradford from the URI Library Science Program. Lynn completed many projects for the library. She was an asset to the library during her internship per Patrick.
    - Pat asked Aidan to take on the on digitization project for the library's local history content on 2/24/23. This was Lynn Bradford's charge as one of her intern projects. This coincides with the end of Lynn Bradford's internship.
  - Pat and Aidan will be researching a camera purchase to assist in digitization and for marketing purposes.

- **Marketing**
  - Pat and Tracy wrote a grant through the MCC and the library was awarded the amount of $46,010. Tracy and Pat need to put together information for a press release to announce this grant award.
  - Pat requested Aidan to add some items to the News section and slideshow for the library's website.
  - Pat requested Morgan to begin social media outreach and marketing using Instagram.

- **Outreach**
  - Pat attended the Historical Commission meeting and the Ludlow Cares Coalition meeting.

- **Budget**
    - Pat submitted an adjustment to the Level II budget and still is awaiting the Board of Selectman's decision regarding converting Part-time Library Aid position in Youth Services to a Full-time position.
  - Melissa discussed the potential for the creation of a "Rainy day" investment fund for future projects.
  - To date will still have $35,000.00 to spend before the end of the fiscal year from the state.
  - Pat paid the investigation contract.
  - Pat and Tracy executed the Massachusetts Cultural Council contract on 2/9/23 and are awaiting the funds.

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- **Strategic Planning**
  - Linda and Patrick made the decision along with Trustees to go with consultant Deb Hoadle. Pat and Linda executed the Consultant Agreement with Deb, in the amount of $6,900.00. This also included the schedule of meetings for the Strategic Plan which include staff meetings, trustee meetings, stakeholder meetings, community meetings, youth meetings, and teen meetings.
    - Pat requested meeting space for the stakeholders meetings at the Baird Middle School for the Strategic Plan.
  - The library will now be holding bi-weekly Strategic Planning meetings. These meetings will help identify staff to perform preparatory tasks.
    - Library Staff gave input regarding tasks to be completed with a timeline.
  - Pat purchased two new foldable flip charts for the Strategic Planning meetings per Deb.
- **Contracts:**
  - Pat has a meeting with City Wide Janitorial on 3/8/23 in preparation for the FY 24 Janitorial Contract.

Old Business:

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

Adjourn 5:26 pm.

Correspondence:

Revised Inclement Weather Policy

Next meeting date is April 2, 2023 at 4:00 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 A Ouimette — 6/6/23

Name — Date

Nancy Guinipero — 6/6/2023

Name — Date

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