Hubbard Memorial Library

Location: Hubbard Memorial Library Conference Room

Date & Time Tuesday, June 6 4:00 PM

Vote to approve meeting minutes for January 2023 through May 2023 Library Board of Trustees meetings.

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Director's Report

New Business

- **Policies**
  - We will need to revisit our local history collections access policy and add in language about properly crediting WestMass and the Ludlow Historical Commission when using the images. The current policy does not reflect what we actually own or our actual procedures.
  - Copyright Infringement notice from Pixsy for a Creative Commons photo used by the youth room on Facebook, billed $1,250 for a 3-month license fee. Paid for at direction of Marc Strange.
    - The staff was emailed regarding proper use of photos from the internet.
    - Taking down photos that are not properly attributed.
    - Will be investigating software or subscriptions with photos we can use.
- **Collection Development**
  - Ongoing weeding is taking place, juvenile DVD collection weeded, and cases removed to make space for future endeavors. Adult DVDs are being put into cases and staff will eventually no longer need to pull from sleeves at checkout or re-file.
  - Tracy was working on weeding nonfiction in the adult stacks.
  - Amanda is ordering DVDs and music CDs now instead of Melissa due to time constraints.
- **Facilities**
  - Capital planning plan.
  - Door counter not properly working.
  - Computers need Windows updates. Spoke to IT and Marc Strange.
  - We received some suggested floor plans from a vendor.
  - Grodsky came and performed some of our system maintenance and powered off the boiler & pumps, so the heat and ac won't come on to compete with each other. There is more maintenance to come. The economizer on the Rooftop unit is not working, they will be back to troubleshoot. They replaced

filters and the failed drive on the rooftop unit. This brought us an additional $3,026.35 over budget in our building repairs and maintenance line item. Bayleigh, the CLA agent said to charge it to that account anyhow so the town has an accurate count of what was spent and that she would help transfer funds from another department.

- DPW Took out old wooden sign outdoors, will hang blue and white library signs on Center Street Traffic signposts, on order. Paul Santolini made a small trench around our flowers that were planted under the sign, will look into making a small flower garden in the spot.
- Elevator re-inspection is coming up. Moved to June 21.
- Window Restoration Project

- **Staff Development / Staff**
  - Succession planning
  - Melissa took a Performance Management webinar.
  - Discuss filling open positions/ Job descriptions were reviewed/ Titles / Salary
  - Amanda CWMARS Coordinator while Melissa is acting director
  - Tracy Snow resigned, last day was 5/26
  - Aidan Herrick resigned to take a position at the Palmer Library, last day 6/8
- **Local History / Digitization**
  - Aidan worked on using archival storage to rehouse film negatives and gathering metadata.
  - Morgan posts newly digitized photos to Facebook
  - Yearbooks still at BPL for digitization
  - Tracy worked with Ludlow 250th committee members with historic photos.
- **Marketing**
  - Facebook, Ludlow Register, Pinterest
  - Amanda is working on adding Kanopy titles to CWMARS catalog.
  - Aidan working on cleaning up some things on the website.
- **Outreach**
  - Melissa works with senior center to provide books to their book club.
  - Pathways for parents holding youth and adult programs with the library.
  - July attended the Ludlow CARES dance on 5/12
- **Budget**
  - Will be working on transfers with Bayleigh, CLA consultant.
- **Advocacy**
  - E-mailed Senator Jake Oliviera
  - E-mailed Trustees, Marc Strange, and Manny Silva
- **Strategic Planning**
  - Overview of 5/22-23 SP meetings
- **Contracts**

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- New Clean has won the bid for Janitorial Contract. This is a new vendor for us.

Old Business

The next meeting to be set August 1 4 PM?

*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.

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