Hubbard Memorial Library Minutes
Hubbard Memorial Library Conference Room
Tuesday, June 6, 2023 4:00 PM

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Trustees vote to approve meeting minutes for January 2023 through May 2023 Library Board of Trustees. A motioned was made and seconded to approve the meeting minutes.

Director's Report:

New Business:

- **Melissa discussed the following polices with the Trustees:**
  - The local history collections access policy will have to be reviewed as it needs additional language about properly crediting WestMass and the Ludlow Historical Commission when using their images. The current policy does not reflect what we actually own or details on our actual procedures. This will be discussed at the next meeting as Melissa will re-visit the language. Also discussed the library no longer has a microfilm machine and is looking to acquire one.
  - Copyright Infringement notice from Pixsy for a Creative Commons photo used by Youth Services on Facebook last month, which the library was billed $1,250 for a 3-month license fee. It was paid for at the direction of Marc Strange.
    - Melissa emailed the staff regarding proper use of photos from the internet.
    - Took down photos that are not properly attributed.
    - Melissa will be investigating software or subscriptions with photos the library can use.
    - Trustees to review the Meeting Room Usage policy. The Trustees were given the policy and it will be discussed at the next meeting.
- **Collection Development:**
  - Staff continues with ongoing weeding. Juvenile DVD collection weeded, will review and work on getting 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, Morgan is now working with Amanda instead of Melissa due to time constraints.

- **Facilities:**
  - Melissa discussed the capital planning plan as she and Linda Collette will be discussing this with Marc Strange next week. Discussed was the importance of the roof, windows and a new electronic entry door.
  - Melissa told the Trustees that the electronic people counter is not working properly. This counter is important as the library has to report entry into the library for many purposes. It also lets the library know of the traffic in their building.
  - Library computers need Windows updates. Melissa spoke to IT and Marc Strange. Melissa requested that the staff computers be upgraded first and then have the patrons computers updated last.
  - Suggestions were made by Prosystems Installation regarding the floor plans. Tracy has been working with them. Melissa and staff will follow up on this now that Tracy has resigned.
  - Grodsky came and performed some of the library's system maintenance and powered off the boiler and 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, Grodsky will be back to troubleshoot. They replaced filters and the failed drive on the rooftop unit. This brought the library 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.
  - The Department of Public Works took out old wooden weathered sign outdoors, they will install the new blue and white library signs on Center Street traffic signposts, on which are on order and will be arriving soon. Paul Santolini made a small trench around the flowers that were planted under the sign, he will look into making a small flower garden in the spot.
  - The elevator re-inspection will be done on June 21.
  - The window restoration project needs to be done soon and again will be discussed with Marc Strange next week as this is part of the Capitol Plan for the town. It has been on the list for many years.
- **Staff Development / Staff:**
  - Melissa told the Trustees that the town will be starting the Succession planning for the town. She will hear more about this soon. It involves cross-training.
  - Melissa took a Performance Management webinar.
  - Melissa discussed filling open positions. Melissa is reviewing job titles, salaries and job descriptions.

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- Melissa will do evaluations for July and Amanda as their anniversary dates are approaching.
- Amanda is now taking the CWMARS Coordinator while Melissa is interim director.
- Tracy Snow resigned, last day was 5/26.
- Melissa told the Trustees that Aidan Herrick has resigned to take a position at the Palmer Library. His last day is 6/8.
- A motioned was made by Nancy and seconded by Linda to change Melissa's title from "Acting" Library Director to "Interim" Library Director effective immediately. The vote was unanimous.
- A motion was made by Nancy and seconded by Kathy to place Melissa on the appropriate salary step effective immediately after Chair Linda Collette consults with Human Resource Director Carrie Ribeiro before moving forward. The vote was unanimous.

- **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 regarding the historic photos that the library owns.
- **Marketing:**
  - Melissa mentioned that marketing is ongoing through Facebook, Pinterest and the weekly news article "What' Happening at the Hubbard Memorial Ludlow" in the Ludlow Register.
  - Amanda is working on adding Kanopy titles to CWMARS catalog. She is working on getting the word out that the library offers this service.
  - Aidan is working on cleaning up some things on the website to make it more user friendly.
- **Outreach:**
  - Melissa has been working with the Senior Center to provide books for their book club.
  - Pathways for parents holding youth and adult programs with the library.
  - July attended the Ludlow CARES dance on 5/12 with crafts and information on the library's summer reading program.
- **Budget:**
  - Melissa will be working on transfers with Bayleigh, CLA consultant.
- **Advocacy:**
  - Melissa e-mailed Senator Jake Oliveira.
  - Melissa e-mailed Trustees, Marc Strange, and Manny Silva.

- **Strategic Planning:**
  - Melissa gave an overview of May 22, 2023 Strategic Planning Stakeholders Meeting. A lot of great ideas were discussed. Deb Hoadley will send results of that meeting. The second meeting with the Stakeholders will be on Monday, June 12, 2023.
- **Contracts:**
  - New Clean has won the bid for Janitorial Contract, which begins on July 1, 2023, This is a new vendor for the library.

Old Business: None

** The next meeting will be on Thursday, August 10, 2023 at 12 noon.

*** Meeting adjourned at 5:35 pm.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: July 6, 2023

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By Board of Trustees:

Linda J Collette — July 6, 2023
Name — Date

Kathleen A Ouimette — 7/6/2023
Name — Date

Nancy Guinipero — 7/6/2023
Name — Date