Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
Date: July 6, 2023 at 9:30 am

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2023 OCT 17 A 8:00
TOWN OF LUDLOW

New Business:

1. Meet to discuss salary rate for Interim Director Melissa Rickson. After much discussion and conferring with Carrie Ribeiro from Human Resources, Nancy made a motion to place Melissa Rickson on Step 4 effective 7/1/2023 with a salary of $74,113.00 as Interim Director of Hubbard Memorial Library, with a review to be done in September 2023. Linda second, voted and approved.
2. Strategic Plan Consultant Deb Hoadley discussion, next steps. Due to a computer glitch with Survey Monkey the due date for the surveys had to be extended until July 28, 2023. Survey boxes and paper surveys were placed at various locations in town by Nancy and Kathy. Surveys will be picked up weekly by Kathy and Nancy. On July 28 the due date, Nancy will pick up all the survey boxes and paper surveys. She will bring them to Melissa and Melissa will mail out the surveys to Deb Hoadley.
3. Motion made by Linda Collette to have Melissa reach out to Consultant Deb Hoadley and /or Judy Kelly to guide her through her transitional period as Interim Director in regards to financials, budgeting and state aid as needed. Nancy seconded the motion. The motion passed.
4. There was discussion on the Page position. Trustees were told by Carrie Ribeiro that Melissa could move forward with a flexible 10 hour schedule for an extra Page position. Per discussion with Melissa, she approached Bayley in the Accounts Office regarding funding for the Page position for fiscal year 2024 and she would get back to her.
5. New Hires:
   The position for the Reference / Technology Librarian has been filled. Olivia Eberli was hired and she started on July 31, 2023. The position for the L-1 Library Technician has been filled. Patrick Nazim was hired and he started on July 24, 2023.
6. Melissa will do an orientation with the new hires, introducing them to staff and giving them a tour and overview of the building. A welcome snack basket was provided by the Trustees.
7. The popular Birds of Prey event is scheduled July 18, 2023. Linda asked Melissa if July was prepared for this largely attended event, she said she was unsure and would speak with her. After last year's debacle, Linda suggested, cordoning off seating area for guest, so Tom Ricardi could walk around freely with his birds. Also, she asked if a lapel microphone would be available. Linda also suggested the use of the abatement residents along with July's student volunteers to be available to assist with parking and crowd control. Also the Ludlow Police were recommended to be available helping with traffic. The trustees asked for paper surveys or bookmarks regarding the survey to be available at the event and the trustees would distribute them along with the volunteers. Also, Kathy reached out to Peter Ouimette and the President for the "Friends of the Library" to see if they were available to help out.
8. Melissa stated she would be on vacation August 14-23.

*** Meeting adjourned at 11:15 am.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: September 5, 2023

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By Board of Trustees:

Nancy Guinipero	9/5/2023
Name	Date
Kathleen Ouimette	9/5/23
Name	Date
Linda J Collette	9.5.23
Name	Date