Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
Date: Thursday, August 10, 2023 at 12:00 pm

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2023 OCT 17 A 8:00
TOWN OF LUDLOW

- Meeting called to order at 12:03 pm.
- Approval of minutes for July 6, 2023 was postponed until the September 5, 2023 meeting.
- Correspondence.
  - Discussed Emily Burdick email.
- Director's report:
  - Melissa submitted ARIS Part 1 on August 7, 2023. Mary Rose Quinn from the MBLC reviewed it before Melissa submitted the report. Melissa discussed circulation stats and the number of materials checked out last year. It has increased nearly 7.5%. At 81,313 circulations, it is clear that people are still reading and using the Hubbard Memorial Library.
  - ARIS – Part 2 opened on August 7, 2023 and must be completed by October 6, 2023. Melissa explained that Part 2 is the financial portion of ARIS. Melissa reached out to the town account Bailey for assistance on ARIS Part 2 and will meet with her personally on August 10.
  - On August 7, the library began pest control with American Pest Control for both mice and insects. They hold pest control contract for the other town buildings. Melissa anticipates the total cost of the treatment to be under $2,500. Dave Ritchie the new facilities manager for the town was helpful in securing the services. The agreement was given to the trustees. The facility manager also recommended moving a bush that is along the sidewalk in the Fall that contains bee's nests. He told Melissa that it is a pollinating bush. Melissa told the trustees that the town will pay for the services as she was asked to submit the bill to them per Dave.
  - 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.
  - Melissa discussed the new cleaning service contract with New Clean. They are not following their cleaning contract with the library. One big infraction is leaving the building not secured. Melissa has spoken to the supervisor to go over the proper way to secure the building with his employees. If they continue to not follow their contract and continuing not securing building, she'll speak with Lori Belanger the Procurement Manager who is the person who handles the town contracts to see if they can hire the cleaning company that bided close to the currant cleaning company. Melissa will update us next month on this to see if they are upholding their contract.

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- Partnerships:
  - The library began a partnership with Angela Kramer the town's nurse from the Board of Health. The library will distribute materials regarding public health information. Angela provided a tick identification card which has been a popular item at the library. Melissa has requested more cards from her.
  - Melissa has been speaking with Octavia Anderson the Animal Control Officer and she has supplied the library with wildlife brochures. Octavia will hold a program at the library on September 9 discussing dog bite prevention. It is geared for grades 1-4 and parents of those children.
  - Melissa has been speaking with Debbie Gates at the Recreation Commission to see if the Thompson Pool could offer a pass to the pool through the library. Also a possible pass to the Westover Municipal Golf Course. Debbie suggested that Melissa send a letter to Sean McBride the Chair of the Recreation Commission to request those passes. The Boys and Girls Club offers passes available at the Library for usage of the Club.
  - Melissa provided a copy of new Museum Pass Brochure to the Trustees. Melissa created this beautiful informative brochure as a Graduate School project. This brochure highlights the pass program at the Hubbard Memorial which is financially supported by the "Friends of the Library." Thank you Melissa.
  - The "Friends of the Library" reviewed the Museum Pass Program and decided not to renew the Davis Farmland pass. The "Friends of the Library" will be holding a raffle to encourage people to visit the new little free libraries in town.
  - Kristin and Melissa have discussed offering a free little food bank at the library. They have approached Thomas who is the Boy Scout who made and put up Little Free Library's around town through his Eagle Scout project. They would like to know if he could help out with this new project.
- Melissa conducted a Staff Meeting on August 3. The staff was told to perform an hourly walk-around of the building. Melissa stated it didn't seem to be getting done, so she put out a check list. Melissa will continue to hold staff meetings on the first Thursday on the month.
- Melissa informed the Trustees that the library received solar eclipse glasses through a grant and Olivia will be creating events for all ages to highlight these glasses. Melissa stated that they shared the glasses with the Ludlow Boys and Girls Club and also some went over to the Senior Center.
- Facilities:
  - On August 8th Melissa was told that invoices regarding building expenditures can be submitted to the town via Facilities / DPW.
  - Titan Roofing performed a roof inspection. Dave Richie reached out to Mahan Slate Roofing as the roof is a concern as it is in disrepair and needs to be repaired soon.
  - Melissa also told the Trustees that she is working with Facilities to get an estimate for a new main entrance sliding door as it is in disrepair. Melissa is worried that with these repairs that is may reduce the amount in the library's operating budget.

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This operating reduction in municipal appropriation may affect the library's state certification and state aid. Melissa is working with Marc Strange on this. She will update us next month on this matter.

Melissa gave the Trustees an update on her graduate program. She is currently carrying a 4.0 GPA. The Trustees congratulated her on a job well done. She is enrolled in "Library Management and Development of Library Collection" this Fall.

- Melissa will be on vacation starting August 14 to August 22. She is also taking vacation time on September 18 to 20. July and Amanda will be in charge in Melissa's absence. July has a few days off during that time so Amanda will be in charge.

- Unfinished business:
  - The Strategic Plan is still in progress. Melissa told the Trustees that the staff will meet with Consultant Deb Hoadley on November 2 from 9-1 pm to discuss the Strategic Plan. The Trustees will meet with Deb Hoadley on November 2 at 3:30 to 7:30 pm for their discussion on the Strategic Plan. Melissa will post the meeting for the Trustees.
  - Lobby Furniture Redesign – Melissa has reached out to them and has not heard back from them. Linda will put a call into them and check on the status.
  - Meeting Room policy discussion is ongoing. Kathy gave some suggestions as she had researched other libraries in the local area. Melissa, Linda and Nancy will do the same and come back with some suggestions as the policy needs to be firmed up with the changing times we live in. This policy should protect the library and its patrons.
- New Business:
  - The MIAA is holding a Customer Service workshop for the Hubbard Memorial Library staff and it is sponsored by Human Resources. The workshop will be on September 25th 12:00. The library will close for the remainder of the day. Motion made by Nancy. Seconded by Linda, voted and approved.
  - Linda suggested July purchases pizza from Dominos for her teen events as a good will gesture. It would be nice to support them occasionally as they have been very generous to the Hubbard Memorial Library. Melissa to discuss this with July. Linda stated, I hope July thanks them every time they do donate pizza.

**** Went into Executive Session at 12:50 pm regarding non-union personnel negotiations. Executive Session ended at 2:15 pm.**

***** Went back into regular session and adjourned the meeting at 2:15 pm.**

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

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Approved on: September 5, 2023

By Board of Trustees:

Nancy Guinipero
Co-Secretary

Name

Date 9/5/2023

Kathleen Ouimette
Co-Sec.

Name

Date 9/5/23

Linda J Collette
Chair

Name

Date 9.5.23