Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
Date: Tuesday, September 5, 2023 at 4:00 pm

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• Meeting called to order at 4:06 pm.

• Approval of minutes for July 6, 2023 and August 10, 2023 – Linda made a motion to approve the minutes for July 6, 2023, seconded by Nancy, voted and all approved. // Linda made a motion to approve the minutes for August 10, 2023, seconded by Nancy, voted and all approved.

- Executive Session regarding nonunion personal. Executive not needed as a meeting with Carrie Ribeiro is needed first.

• Correspondence:

- None

• Director's report:

1. ARIS Report – Melissa stated that ARIS Part 2 opened on August 7, 2023 and must be completed by October 6, 2023. This is the financial portion of ARIS. Melissa told the Trustee's that Bayleigh from Accounting has been a significant help with the reporting. Melissa is only waiting for the Friends of the Library to inform her of the amount of money they spent on museum passes last year, and then she will be able to finish the report.

2. Melissa is working with Carrie Ribeiro in Human Resources on posting the new Page position for the Youth Services Department.

3. The Mass Cultural Council grant has been reported and is complete. Melissa has added their logo to our website showing them as a sponsor of the Hubbard Memorial Library.

4. On August 7th the library began with pest control treatments with American Pest Control for both mice and insects. American Pest Control has found 2 mice in traps; July also found and released 2 mice from her humane traps. The Trustee's told Melissa that July is not to use her traps and she no longer can trap mice and release them. Melissa was told to tell her that the professionals will handle the pest control from now on. Due to the problem with mice and insects, Trustee's asked Melissa to tell July and Kristen that the meeting rooms used for the teen programs were to be cleaned of all food items at the end of the event. Linda also reminded Melissa that July and Kristen were not to continue to asking for free pizza from Dominos of Wilbraham. American Pest Control will return on September 13th for the exterior of the building. Melissa informed the Trustee's that the bill is being paid by the facilities fund via DPW.

5. Melissa reported that Olivia has been working out wonderfully. She is exceptionally good with updating the website and knows how to do things we have been unable to figure out up to this point. She is picking up the adult programs newsletter for now. Melissa reported that she is scheduling adult programs if her time permits it as she is very busy with other aspects of the library.

6. Melissa has reported in the past that she is not very happy with the new cleaning service and continues to have some small issues with them, but she feels that it has been getting better.

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They will be in on September 6th to give the library a quote on carpet spot cleaning. The Trustee's told Melissa that if the Cleaning Service does not get better, she should let Lori Belanger know.

7. Melissa reported that the PC Reservation console for computer reservations has been updated from a PC based program to a web based one.

8. Report on Partnerships:

- Octavia, the animal control officer will present a program about preventing dog bites on September 9. Octavia will be supply flyers to raise money for her animal control program.
- Melissa has been speaking with the Recreation Commission to try to have a partnership to offer a pass to the Thompson Pool and possibly the Westover Golf Course. She will continue working on this in the Spring as the pool is now closed and the golf course will be closing soon.
- The Library is still ordering books for the Ludlow Senior Center book club.
- July is continuing to schedule programs with Pathways for Parents.

9. Strategic Plan: The Staff Retreat dealing with the Strategic Plan will be on November 2 at 9:00 am at the Ludlow Senior Center. Melissa has updated the timeline on the library website for that date on the closure of the library for that day.

10. Facilities: Dave Ritchie reached out to Titan Roofing, he has an estimate for repair, and it has been approved by Marc Strange. They will begin work next week. Dave got an estimate for repair on the sliding door as it only needs a new track and a few other tweaks. Melissa is unsure of funding on this project at the time but will speak with Marc Strange. Prior to this meeting Melissa had received a service quote from Allegion/Stanley Access Technology in the amount of $4,416.16. Melissa continued by telling the Trustee's that Dave will be patching the walls in the large program room as we have gotten clearance from John Moll from the Historical Commission and Leslie Ward from the Town Planning Department.

11. Morgan reached out to the Holyoke Merry-Go-Round Program to try to renew our pass with them but they told her they have discontinued the pass program.

12. Professional Development: Amanda completed Understanding Intellectual Freedom and Censorship Webinar on August 21. July completed the Niche Academy webinar "The Efficient Library" on September 1. Melissa took ARIS Financial Report and State Aid webinar on August 31. Olivia is registered for Document Preservation 101 from Gaylord (archival vendor) on September 7 and the Basics of Archives Aug. 28-Oct 1 through the American Association for State and Local History. Olivia and Patrick will be meeting with Jake from the Digital Commonwealth on September 11 to review how to properly digitize using their service for the Staff Development day on September 25.

13. Melissa reported that the Library answered 280 reference questions in August, as compared to 271 in July, as you can see the library is very busy answering these questions.

14. Melissa will be taking a few vacation days 9/18-9/20 and will return on 9/21 at noon.

Unfinished Business:

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- Strategic Plan: The Trustees have asked Melissa to contact Deb Hoadley to let her know that the Trustee's would like to see all survey comments. The Trustee's believe that she and the library staff should also see the survey comments. Deb will help Melissa develop the action plan which is a major part of the whole Strategic Plan as that information is supplied to the state. Trustees will have a zoom meeting with Deb Hoadley regarding the Strategic Plan to discuss the all aspects of the five year plan. Melissa will not be at the library that day and will have Olivia set up the zoom meeting for the Trustees.
- Lobby Furniture Redesign – In discussion it has been decided that Melissa's office and July and Kristen's Work Station will be a priority for the funds from the Mass Cultural Council. Regarding furniture, Linda asked Melissa to reach out to Mass Mutual about the availability of used furniture that the company no longer uses and ask how to obtain the unwanted used furniture that they donate to local community organizations. Linda also asked her to reach out to Carrie Ribeiro as she told Linda that the chairs in the Selectman's Meeting Room were donated by Mass Mutual.
- Meeting Room Policy – Trustees along with Melissa were to review local area library policies to get some language that could be used to update our current policy. Kathy did supply the committee with examples from some surrounding libraries for all to review.

New Business:

- Melissa was to speak with the Adult Learning Center Management Team about their meeting dates as they were not confirmed as yet. Also, she needs to speak with them regarding the storage of their materials for the program.
- Time off request form and the time off request policy - Melissa presented the time off request form and the time off request policy for the library staff. Trustees reviewed and discussed the policy and the time off request form, Linda made a motion to approve the materials with a second from Nancy, it was voted on and was passed. Melissa with add the approval date to the forms.

Adjournment: 5:49 pm.

Next Trustee meeting is October 3, 2023 at 4:00 pm.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: _____

By Board of Trustees:

Name	Date
Nancy Guinipero	10/3/2023
Linda Collette	10.3.23
Kathleen a Ouimette	10-3-23
Name	Date

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