Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
Date: Tuesday, November 7, 2023 at 4:00 pm

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TOWN OF LUDLOW

• Call to order at 4:00 pm.

• Approval of minutes of Tuesday, October 3, 2023. Kathy made a motion to approve with a second from Linda. Voted on and approved.

• Correspondence:

- None

• Director's report:

1. Facilities – Melissa notified the Board of Trustee on the following items:

- Advanced Seamless Gutters cleaned the gutters and replaced gutters as needed. They also put extenders on the downspouts near the problem by the main entrance. The problem is solved as the water has not come into the building since.
- The library is still receiving monthly pest treatments for the mice problem.
- The youth department staff cleaned the upstairs kitchenette and Facilities patched holes.
- Facilities fixed the door hinge on bathroom on main level.
- Grodsky performed seasonal maintenance of the boiler.
- The Fire Safety Inc. came in and did a fire extinguisher inspection.

2. Staffing – Melissa notified the Board on the following items:

- A full-time youth assistant position request was submitted to Human Resources. A request for a second youth assistant was submitted in case the full-time position does not get approved. The library needs help in the youth room and with the youth programs as the library numbers have skyrocketed. Per Melissa, when the economy is weak, libraries tend to see an increase in usage.
- Staff evaluations are underway. Staff members are filling out their pre-evaluations forms.
- Melissa was happy to announce that the library will be getting an intern from Westfield State College in January for the spring semester.
- Melissa completed the Supervisor Leadership Development Program, 10/4, 10/11, 10/25 in Palmer. She attended the New England Library Association conference in Springfield 10/15-10/17. Melissa has MUNIS training on 11/15 and the town required Preventing Discrimination and Harassment in the workplace webinar on November 14.

3. Strategic plan:

- Melissa stated that the Staff Strategic Planning Retreat was a success. Members of the management team met with Consultant Deb Hoadley at the Ludlow Senior Center.

- Melissa reminded the Trustees that they will be meeting with Consultant Deb Hoadley on 11/15 to wrap up the Strategic Plan. She anticipates the Board of Trustees will vote on it at the December Trustees meeting so it can be filed with MBLC by January. Olivia will set-up the Teams meet for Nancy.

4. Financial – Melissa reported the following:

- She has submitted five Cultural Council grants.
- She is writing an Opioids settlement proposal that has to be done as the town's deadline is December 15.
- Melissa has prepared the FY 2024-2025 budget and Capital requests.
- Melissa stated she feels more confident now when doing payroll and the warrants. She feels it takes her less time to submit them.

5. Collections – Melissa reported the following:

- A Social Services link section was added to the library website resource page.
- Craftsy, a Libby add-on has a Spanish version available at a fee per download, same as the English version. The library has added it as an option in line with diversity, equity, and inclusion efforts.
- The library purchased wi-fi hotspots for patrons to use. Melissa and Olivia will work on a library policy for the wi-fi hotspots and then will have the Trustees review the policy and then vote on it.
- Weeding is still ongoing.

6. Programs & Services – Melissa reported on the following:

- The library is participating in the Western Mass Library Advocates Library Road Trip.
- The library renewed the mobile printing service.
- Olivia is now offering tech help appointments.
- Spoke to IT about what it would take to convert to laptops rather than desktops for patron use. Per IT, the library is far off from that and probably would need some grant money as the following is needed.
    - New Wi-Fi access points in the building are needed with a cloud key with 8 access points. The library is on the list to get this from the town.
    - They recommended 20-40 laptops since the library will offer patrons to borrow them for home use. There needs to be enough of them to circulate and once the service is available to the patrons, a policy will be needed for borrowing purposes.
    - Back-end configuration for all laptops.
    - Remote lock security system to disable laptops when they are not returned on time to prevent theft.
    - Suggested we should consider RFID security so they don't walk out the door.
    - Deep freeze for all laptops.
    - A cart or vending machine that charges the laptops.

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7. Outreach October & November – Melissa reported:

- Olivia visited the Ludlow Senior Center and let the Seniors know about the library services and information on the Hubbard Memorial Library website.
- July visited the Ludlow Community Center/Boys and Girls Club and read Halloween stories and info on Flat Stanley.
- Path ways for Parents-story times and programs are still on-going and very popular.
- Ludlow Town Nurse Angela Kramer from the Ludlow Health Department gave the library health pamphlets, health brochures, COVID test and Band-aids.
- Melissa visited the Ludlow Veterans Center and brought them library program flyers. Also, she brought back to the library some of their Veteran's flyers.
- The Ludlow 250th Committee worked with Olivia regarding historical photographs and the history collections at the library.
- The library will do a food drive and a hat and mitten collection for the Community Survival Center. The "Giving Tree" will be set up soon.

• Unfinished business:

- Strategic Plan – On going.
  - Melissa stated that the Staff Strategic Planning Retreat was a success. Members of the management Team met with Deb Hoadley at the Ludlow Senior Center.
  - Melissa reminded the Trustees that they will be meeting with Consultant Deb Hoadley on 11/15 to wrap up the Strategic Plan. She anticipates the Board of Trustees will vote on it at the December Trustees meeting so it can have it filed with MBLC by January. Olivia will set-up the Teams meet for Nancy.

- Lobby Furniture Redesign – on going. An option is to reach out to the MLBC for more leads for different furniture vendors.
- Meeting room policy discussion. Ongoing.
- Melissa presented the FY 25 budget in detail. The Trustees thanked Melissa for her excellent work on the budget. She also discussed the Capitol Projects that were submitted. A motion was made by Nancy to except the FY 25 budget as discussed, seconded by Kathy. A vote was taken for the amount of $696,310.00 and all three Trustees passed the motion.

• New business.

- **Executive session re: union contract negotiations Exited regular session at 5:45 pm to go into executive session.**

**** Returned to regular session at 6:05 pm.**

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• Announcements:

- None

• Adjournment: Kathy made a motion to adjourn and Nancy seconded it, voted and passed. The meeting ended at 6:32 pm. Next meeting, Tuesday, December 5, 2023 at 4:00pm, Olivia to set-up Teams Meeting for Nancy as she will be in Florida.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: 1/9/24

By Board of Trustees:

Linda J Collette — 1.9.24

Name — Date

Kathleen a Ouimette — 1-9-24

Name — Date

_____ — _____

Name — Date