Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
Date: Tuesday, December 5, 2023 at 4:00 pm

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- Call to order at 4:03 pm.
- Guest: Roz from "The Friends of Hubbard Memorial Library."
- Approval of the minutes for Tuesday, November 7, 2023 will be approved at the January meeting.
- Correspondence:
  - None
- Director's report – Melissa reported on the following items:

1. Budget / Financial
   - The library received State Aid from Public Libraries in the amount of $29,414.24.
   - Melissa submitted an Opioids Settlement Funds request to Marc Strange in the amount of $12,687.
   - Melissa entered the proposed budget into MUNIS. She attended the budget meeting regarding the library with Marc, Carrie, and Shawn.
2. Facilities:
   - The library will be having the door track repaired by Stanley Automatic Doors. Melissa is waiting for them to get back to her with a date. The Board of Selectmen voted to pay for the repair from the building facilities fund.
   - The library will be getting the program room walls repaired and painted – along with the ceiling. The work will be done by Sergneri Painting. It is scheduled for February 26 and it should take approximately 2 days to complete. The program room will be unavailable February 26 through 28 and will reopen on February 29. The Board of Selectmen voted to pay for the work through the building facilities fund. The original quote from Great Walls was $12,500; Paul at Sergneri Painting's quote was $2,700. That is a savings of $9,800.
   - Melissa submitted the Capital request for the Window Restoration Project to the Board of Selectman.
   - The diaper changing station was repaired on the main level.

3. Staffing – Melissa reported the following:
   - She is still in the process of conducting a comparison study and gathering more data on other full-time youth assistant positions in the state to support her request. This will be heard at the Board of Selectman's meeting on December 19. Linda and July will attend with her.
   - The page position is still open, we had one good candidate for the position and offered the job to her, but she could not work the hours we required due to her other job.
   - Performance evaluations are complete.
   - The library staff met with the intern from Westfield State College who will be starting in January.

4. Partnerships – Melissa reported on the following:

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- The library partnered with the Health Department to provide a Flu clinic to staff and the public on Wednesday, December 6 from 11-2 pm. Appointments can be made online or by calling the Health Department. ** Note: Unfortunately, Angela Kramer from the Health Department cancelled the program.
- The library collected 9 bags of food for the Veterans Centers Thanksgiving food drive. The library will continue to collect items for their current food drive. The youth department collected 105 pounds of food for the Community Survival Center.
- The library is a "Toy's for Tot's" drop-off location.
- The library continues to host the Pathways for Parents programs.
- The youth department is presenting programs at Ludlow Community Center/Boys and Girls Club. .
- Olivia will continue to offer Tech Topics at the Ludlow Senior Center.

5. Statistics – Melissa reported the following:
   - The Hubbard Memorial Library logged 3,874 visitors in the month of November. (Note - There were 4 holidays in November that the library was closed.)
   - The Hubbard Memorial Library Program attendance: Youth: 735 (55 programs – 683 in attendance // Adult: 7 Programs, 52 in attendance.)
   - Reference Questions Data: 128 (67 youth, 29 reference desk, 32 circulation desk.)
6. Policy
   - Melissa reported that the library will be adding wi-fi hotspots. The Board of Trustees was given a preliminary policy and the Board will vote on it at their January meeting. Four Hotspots will be purchased at the cost is $150.00 a year for the service fee.
7. "Friends of the Library" – Melissa reported the following:
   - The "Friends of the Library" will sell tickets for their annual raffle at Ludlow Senior Center on 12/15.
   - The "Friends of the Library" reported their account balance in the amount of $2,901.

• Unfinished business:

  - Strategic Plan meeting on December 21, 2023 to vote on approval of the 2024-2029, 5 year plan for Hubbard Memorial Library.
  - Lobby Furniture Redesign ongoing.
  - Meeting room policy discussion ongoing.

• New business:

  - Per the Strategic Plan surveys a big concern is the lack of adequate parking for the size of the library building. Per Linda, Marc Strange, the Town Administrator is well aware of the parking needs of Hubbard Memorial Library. Per Melissa, she had spoken to Doug Stefanik about what the status is on the parking lot and he had mentioned going for a grant but that the town needs to be designated as a green community first.
  - The Annual Report is due on February 2, 2023. Melissa to submit directors notes.
  - Melissa will be on vacation December 29 to January 2. Olivia will be in charge.

• Announcements:

  - None

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• Adjournment: Kathy made a motion to adjourn and Nancy seconded it. Voted and passed. The meeting ended at 5:03 pm. The next meeting is Tuesday, January 8, 2024 at 4:00 pm. 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