

**Board of Library Trustees  
Hubbard Memorial Library  
24 Center Street Ludlow, MA 01056  
Meeting Notice: BOARD OF LIBRARY TRUSTEES  
Date: Tuesday, March 5, 2024 @ 4:00pm**

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HUBBARD MEMORIAL LIBRARY

**AGENDA**

- Call to order.
- Approval of minutes of previous meeting(s). **[vote]**
- Correspondence.
  - Email to July from Dan Kinne, scout leader, in thanks for providing a meeting space and the importance of the library as a space for kids in the community.
- Director's report.
  - Statistics.
  - Strategic plan update.
  - Succession planning.
- Unfinished business.
  - Lobby furniture redesign – reviewing.
  - Facilities:
    - The sliding door track is repaired.
    - The Program Room and Director's office walls have been repaired and painted.
      - \$350 for the director's office and \$2,700 for the Program Room. The library will be paying for the program room and the Selectmen have voted to pay for the Program Room repairs from the building projects fund.
      - We are getting estimates for further painting.
    - Working with Lori Belanger in regards to getting started on the windows.
    - Dave Ritchie from facilities came and picked up the old shelves, a filing cabinet, and some branches that fell during the 2/28 wind storm.
  - Meeting room policy discussion (tabled to April)
  - MiraVista Admiration award discussion and wrap-up.
- New business.
  - L-3 Senior Library Technician interviews beginning March 7.
- Announcements.
- Adjournment.

**Note:** The topics listed are those which the Chair reasonably expects will be discussed as of the date of this posted notice. Not all the topics listed in this notice may actually be reached for discussion.