

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

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- Call to order at 4:10 pm. Linda Collette not in attendance.
 - Guest in attendance: Ruth Saunders and Roz from the Friends of the Library
- Approval of minutes of previous meeting(s). Not available as of yet.
- 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.
 - The library received 3 grants from the Cultural Council. Melissa submitted the grant agreements.
 - The elevator inspection was on February 16 and the library elevator passed inspection.
 - Melissa gave an update on the Strategic Plan and it is a work in progress. One topic that is being looked at is the library's website. Melisa and Olivia are working on this together.
 - Melissa reported on the Succession Plan for the town. The town presented its final report for the Succession Plan from the Collins Center to the department heads. This is an internal document and not for public distribution. It covers cross-training employees and making professional development accessible, which the library is doing. It discusses departments having communication workshops, which was done in September at the library. Therefore, Melissa feels that the library is ahead of the game.
 - Numbers:
 - February Total Visits - 2733
 - Digitized: 75 plates and is on-going
 - Reference Questions: 99
 - The library deposited \$533.20 to the treasurer for February.
 - Adult program attendance: 64
 - Juvenile Program Attendance: 967
 - The library added 273 new items.
 - The library discarded 141 items, mainly juvenile books, and old magazines.
 - The library deleted 204 items that have been in statuses other than available such as missing, lost and paid, old lost and paid, claims returned or have been billed for several years and not paid for. Part of why we do this is that the number of holdings is part of our annual assessment that we pay to CWMARS, deleting these long-lost items may save a nominal amount of money.

- CWMARS went live with the new catalog on March 4. Staff will be trained on this via webinars.
- The library will have solar eclipse glasses available one week before the event on Monday, April 8. One pair of glasses per each patron. The library will share some glasses with the Senior Center. Olivia and Kristin will be hosting an eclipse program on the lawn on that day. Glasses will be provided.
- The library website is back up. Melissa and Olivia will start researching other website options or having our current website updated. Again, this topic regarding the website was a request from the public as they felt our website was not user friendly.
- Unfinished business.
 - Melissa continues reviewing lobby furniture redesign.
 - Facilities:
 - The sliding door track is repaired.
 - The Program Room and Director's office walls have been repaired and painted.
 - Costs are: \$350 for the painting for the Director's Office and \$2,500 for the repair and the painting of Program Room. The Board of Selectmen have voted to pay for the Program Room repairs from the Building Projects Fund. The library will be paying for the painting of the Program Room.
 - Melissa is getting estimates for future painting in other areas of the library.
 - Melissa is working with Lori Belanger in regards to getting started on the windows. This has been a very long and over-due project.
 - Dave Ritchie from facilities came and picked up the old shelves, a filing cabinet, and some branches that fell during the February 28 wind storm.
 - Meeting room policy discussion (tabled to April).
 - MiraVista Behavioral Health Award Ceremony went well. July accepted the award on behalf of the Hubbard Memorial Library.
- New business.
 - Melissa reported that the L-3 Senior Library Technician interviews will beginning on March 7.
- Announcements – None.
- Next meeting: Tuesday April 2, 2024 at 4:00 pm.
- Kathy made a motion to adjourn the meeting at 4:47 pm with a second by Nancy. Voted and passed unanimously.

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Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: JUNE 4, 2024

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By Board of Trustees:

Kathleen A. Ouimette

Name

Linda J. Collette

Name

Name

6/4/24

Date

6.4.24

Date

Date