

**Board of Library Trustees of  
Hubbard Memorial Library  
24 Center Street Ludlow, MA 01056**

**Meeting Notice: BOARD OF LIBRARY TRUSTEES**

**Date: Tuesday, October 1, 2024 @ 4:00pm**

**Place: Hubbard Memorial Library  
24 Center Street Ludlow, MA 01056**

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TOWN OF LUDLOW

**AGENDA**

- Call to order / Pledge of Allegiance
- Approval of minutes of past meeting(s) [vote/s]
- Director's report.
- Unfinished business.
  - Flood restoration and mitigation
  - Window restoration
  - Library involvement in Ludlow 250<sup>th</sup> October 5-6 event
  - Revisit Hotspot Policy – propose to allow all Massachusetts residents to check it out rather than Ludlow residents only and propose to add the option for one renewal [Vote]
  - Meeting Room Policy Discussion, plan to vote January 7<sup>th</sup> meeting or before.
  - Still a few odds and ends are being completed on the flood repairs, such as the sticking door to the janitor's closet, and some places that need a dab of paint or a piece of carpet.
  - Library Signage (Strategic Plan Point) – StackMap quote. Can provide a source letter.
  - Strategic plan
- New business
  - Directory type Signage – Will visit Chuck's Signs on 10/9. He came in to see what we have and to take measurements and pictures.
  - Procurement and I sought masonry quotes failing masonry
  - Website went down because domain name registration expired, it took a few days to learn it was that and not a hosting error and that they have two separate vendors. It is a multi-year service and the last time it was renewed was 3 years ago.
  - DPW repaired a manhole in the driveway on 9/25. Traffic was detoured for a few hours.
  - We have been looking at upgrading the public computers that are outdated. We would like to cut down from 12 to 8 in the reference room to allow for space for people to sit with laptops. We anticipate the cost of the new computers with Microsoft Office to be under \$10,000. We will purchase them from Tech Soup. We plan to use the same monitors and purchase adapters so they can plug into the new computers.
- Open Discussion
- 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.