

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

**Meeting Notice: BOARD OF LIBRARY TRUSTEES**

**Date: Tuesday, May 13, 2025 @ 4 pm**

**RECEIVED  
TOWN CLERK'S OFFICE**

**AGENDA**

2025 MAY -8 P 2: 28

TOWN OF LUDLOW

- Call to order / Pledge of Allegiance
- Approval of minutes of past meeting(s)
- Director's report
  - Review of stats
  - L-1 Paralibrarian candidate Marissa Mansfield, to get pre-hire physical. Her start date is May 27. She is currently a circulation clerk at the Monson Library.
  - The Library page position will need to be reposted as two candidates who were offered the position declined. One due to a schedule conflict with school, the other due to a medical condition noticed upon the physical. The rest of the applicant pool wanted more hours and/or a higher hourly rate than the position offers.
  - Melissa working on updating library emergency plan.
- Unfinished business.
  - Staff Remote work / flexible leave policy
  - Budget follow-up
  - Historic Window Restoration Project update / discussion
    - The two half-circle windows, one in each meeting room, has been reinstalled.
    - Melissa sent an email on 5/7 to Dan Larochelle (Larochelle Const.), Kevin Riordan, Lindsay Manning (Dietz & Co.) to ask for a status update of the project since it seems to have mostly stalled.
  - Parking lot discussions underway with James Gennette from the Board of Selectmen.
    - Melissa sent James documents pertaining to 13 Park Pl., the now empty lot. Paula in the Assessors' office, Kim & Chris in the Clerk's office, Sarah in the building department, Jim at the DPW are commended for their speedy and precise assistance in gathering the documents.
    - Letter to BOS, review and sign.
- New business
  - Two staff members are going on FMLA.
  - June 21 has been set as the last Saturday for the summer. The library will resume Saturday hours on Saturday, September 6, the 1<sup>st</sup> Saturday after Labor Day. Consider the Saturday hours being 10-2.
  - Discuss reviewing director's job description.
  - Discuss reviewing Board of Trustees job description.
- Open Discussion
- Announcements
- Correspondence
  - Email from Marc Strange regarding FY'26 Budget
- 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.