

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

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BOARD OF LIBRARY TRUSTEES MEETING
Monday, August 25, 2025 at 9:30 am

Attendees: Ruth Saunders, Antonia (Toni) Golinski-Foisy- Secretary, and Melissa Rickson-Director. Absent: Linda Chapman Collette

Call to order: 9:35 am

Pledge of Allegiance

Minutes: None

New Business:

- The purpose of the meeting was to review and revise position descriptions for two recently vacated positions: Reference/Technology Librarian, grade M2 and Senior Library Technician-Adult Services, grade L3.
- Both the Library Director and the Board of Trustees sought to upgrade and clarify positions due to the ever-changing landscape in public libraries and needs of the community.
- The discussion included the following:
 - Assess current roles
 - Indicate changes as expressed by outgoing staff and input /observances from administration and staff
 - Define clear expectations, cooperation and communication to strengthen services to the public
 - Make sure changes support the Hubbard Memorial Library's (HML) current Long-Range Goals for FY2026
- The key points that emerged from the discussion are as follows:
 - Overall changes reflect the necessity of coordination and communication with other library departments for better understanding of responsibilities and programming.
 - Additional responsibility of serving as CWMARS Coordinator removed from Senior Library Technician Adult Services L3 description to that of Reference/Technology position grade M2. Motion was made by Ruth to accept changes as stated. Seconded by Toni. Vote approved.
 - Modification added to Senior Library Technician Technical Services L3 to include supervisor duties of Library Director and Reference/Technology Librarian in the event both are absent at the same time. Motion was made by Ruth to accept changes as stated. Seconded by Toni. Vote approved.
 - Change grade level of Senior Library Technician/Adult Services position from L3 to L2. Motion was made by Ruth to accept changes as stated. Seconded by Toni. Vote approved.

- Melissa will meet with Carrie Ribeiro, Director of Human Resources to discuss changes.

Adjournment: 10:27 am Motion made by Toni, seconded by Ruth. Motion passed.

Kindly submitted by:
Antonia Golinski-Foisy, Secretary

Date of Approval 9/9/25

By Board of Trustees

Linda Collette, Chair 9.9.25
Name Date

Ruth Saunders 9/9/25
Name Date

Antonia Golinski-Foisy 9-9-25
Name Date