

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

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BOARD OF LIBRARY TRUSTEES MEETING Minutes
Tuesday, September 9, 2025 at 4:00 pm

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

Call to order: 3:54 pm

Pledge of Allegiance

Minutes: August 25, 2025-motion to accept made by Ruth Saunders, seconded by Linda Chapman Collette. Motion passed.

Director's Report: August 2025

o Review of stats:

- § Total In-Library Visits: **3,560**
- § New Patrons: **66**
- § Reference Questions: Adult: **21** Juvenile: **101**
- § Items Circulated: **6,861**
- § Monies deposited: **\$ 405** (to Treasurer)
- § Adult program attendance: **111**
- § Juv. program attendance: **1951**
- § Mobile print: **367** pages
- § Wi-Fi connections: **893**
- § Computer sessions: **367** Time: **366.2** hours
- § Faxes **8**
- § Room Bookings total **72**
- § Community member meeting **12**
- § Library bookings **60**
- § New items added **218**
- § Discarded items **105**
- § Deleted in old statuses **64**

Unfinished Business

- o The Library Director and Trustees discussed the final date of Thursday, November 13, 2025 for the upcoming Library Open House. Library staff and Trustees will be on hand to welcome the public 5-8 pm after library hours of operation. There will be music/entertainment, food and refreshment, as well as, a presentation of library services and a meet and greet with the Board of Trustees.
- o The bench located in front of the library building will have concrete poured in coordination with other DPW projects. The DPW will set up a mock parking lot after Falling Into Fun to see if it is what we want. The interior signage is being discussed with Chuck's signs. We will pay for it out of remaining funds from the flood insurance payment.

o We will be asking the Select Board to fund 2 new metal doors on the Park Terrace side of the building and for duct cleaning. Melissa will present it at their meeting.

o Open position descriptions have been reviewed with the Human Resources Department. Selectboard Members received correspondence on August 27, 2025 with proposed changes and clear reasoning for the reclassification of the labor grade of the L-3 to L-2 open position. The Reference position will be posted by HR soon. The Director and Trustees wish to move forward with filling two positions as soon as possible to ensure the efficient and smooth running of the organization and provide full service to the community.

o Time Off Request Policy was revised to follow the Town's Personnel Policy Manual and Trustees approved the document at the September 9th meeting. Copies were distributed to and signed by benefited staff.

o The State Financial Report/State Aid Compliance form is being completed by the Director and sent to the Massachusetts Board of Library Commissioners and will be submitted by the October 3rd deadline. Trustees will be given copies to review. The first round of State Aid awards will be sent on November 6th and continue monthly until all funds are granted.

Open Discussion: Holidays are soon upon us. The Library Director and Trustees discussed hours of operations during the time period for Christmas Eve and New Years Eve.

UCRS
- Accepted \$200 from Susan & Tremodi's and \$100 from Joshua Huber

Announcements: New Saturday hours of 10am-2pm began September 6. The hours have so far had mixed reactions by the public.

Correspondence: Nothing to report.

Executive Session: More discussion is needed.

Adjournment: 5:52 pm Motion made by Toni, seconded by Ruth. Motion passed.

Kindly submitted by:

Antonia Golinski-Fois, Secretary

Date of Approval 10.14.25

By Board of Trustees:

Linda J. Collette
Name

10.14.25
Date

Ruth Saunders
Name

10/14/25
Date