

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

**BOARD OF LIBRARY TRUSTEES MEETING MINUTES
Tuesday, October 14, 2025 4:00 pm**

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2026 JAN 14 P 3:03

TOWN OF LUDLOW

Attendees: Linda Chapman Collette, Ruth Saunders, Melissa Rickson-Director. Absent-Antonia Golinski-Foisy

Call to order: 4:07 pm

Pledge of Allegiance

Approval of minutes of past meetings: none

Director's Report:

Total Library visits 3,100

New patrons: 55

Reference Questions: A:13 J:52

Items circulated: 6,111

We deposited: \$630, including \$365 in Memorial Fund Donations

Adult program attendance: 956

Mobile print: 635 pages

Wi-Fi connections: 867

Computer sessions: 380, Time: 337 h 23 m

Faxes: 5

66 total, 5 community members meeting room bookings, 57 library bookings

We added 349 new items

Discarded 269 items, CDs & DVDs (weeded), deleted 7 in bad statuses

Melissa received her certificate of Librarianship from the MBLC. Ruth Saunders made the motion that our director Melissa Rickson receives a one-time \$1,000 bonus for her completion of her MLIS from available funds.

Her contract will expire in the up-coming budget year. We are currently in the budget process for FY2027. Due to contract negotiations for Melissa Rickson, we are staying with the same salary which will be adjusted when applicable.

Melissa has prepared a 5-year capital request for this year's budget process, based on recommendations in the Town's 2023 recommended Capital Improvement Plan.

The State Financial Report was submitted October 3, 2025.

Melissa attended a SB meeting where they approved \$10,034 Building and Infrastructure Fund for the replacement of the metal doors on Park Terrace, and for the duct cleaning which will occur 10/27-29.

New podium was purchased with available funds.

Discussed final plans for the Library Open House (November 13, 2025).

Interviews for the Reference Position have been scheduled for October 14, 2025

On October 29, Melissa begins her medical leave.

Unfinished Business:

The electric sign has not been working and Melissa is waiting to hear back from Chuck's Signs.
Parking lot and bench status delayed.

Discuss final plans for Library Open House (November 13)

New Business:

FY27 Budget must be completed by November 16, 2025.

Open Discussion: None

Announcements: None

Correspondence: None

Adjournment: Linda Chapman Collette made a motion to adjourn, seconded by Ruth Saunders
at 5:44 pm.

Kindly submitted by:
Antonia Golinski-Foisy, Secretary

Date of Approval 1/13/26

By Board of Trustees

Ruth Saunders Jan 13, 2026
Name Date

Antonia Golinski-Foisy Jan. 13, 2026
Name Date

Name Date