

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

BOARD OF LIBRARY TRUSTEES MEETING MINUTES
Tuesday December 9, 2025 at 4:00 pm

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LUDLOW

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

Call to order: 4:02 pm

Pledge of Allegiance

Approval of minutes of past meetings: none-presented

Director's Report: November Statistics

Total in library visits: 2275

New patrons: 21

Reference questions:

Adult 22

Juvenile 55

Items circulated: 5622

Money deposited: \$671.12

Adult program attendance: 125

Juv. Program attendance: 960

Mobile print: 106 documents totaling 155 pages

Wi-Fi connections: 752

Computers sessions: 279 (Time: 220 hours, 53 minutes)

Faxes: 3

Room bookings total 55 (9 community members meeting room bookings, 46 library bookings)

New items added: 172

Discarded items: 7 items

Unfinished Business

- Window restoration project/asbestos abatement damages: Trustee Chair Linda Chapman Collette took photographs to document areas to be addressed. Reapplication of varnish and some areas still need to be sealed before anyone can sign off on the project. Melissa mentioned snow/wintery rain mix and low temperatures are expected on the day work is scheduled. She will call the company not to do work during these inclement weather conditions and establish a new work date.
- Parking lot: Selectman James Gennette attended a trustees' meeting a few months ago to discuss the library's capital needs. One area of importance reviewed was the parking lot improvement and grass area. A capital request was submitted to the Capital Committee. Trustee Chairman Linda Chapman Collette remains in touch with the town to move the project forward.
- Installation of bench: this project is completed.
- Outdoor sign: the electrician stated he found no electrical issue and recommended that Chuck from Chuck Signs (vendor) needs to address the issue.
- HVAC system: Cleaning of the system was completed 10/27-29.
- Open positions: Interviews for the open Reference position are scheduled in December.

New Business

- 183 pounds of food was collected for the Survival Center by the Youth Department. It was the largest donation to date.
- The Friends basket raffle is underway.
- Amanda serves on the Bibliograph Committee at CWMARS and reports they are starting a cataloging certification pilot program. This will allow interested libraries to edit parts, merge duplicate bib records and edit shared bib records. This certification is currently open to members of the CWMARS Bibliographic Committee members.
- Page: Marie LaBonte's work schedule has been increased from 10 hours a week to 19 hours and the second page position will not be filled at this time.

Open Discussion-none

Announcements

- Youth Department: The Youth Services Librarian tendered her resignation on December 4th.
- State Aid and initial award notice received December 8th. Hubbard Memorial Library will receive \$33,308.95.

Correspondence-none

Adjournment-5:30 pm Motion to adjourn-Antonia Golinski-Foisy, seconded by Linda Chapman Collette

Kindly submitted by:
Antonia Golinski-Foisy, Secretary

Date of Approval 1/13/2026

By Board of Trustees

Ruth Saunders

Name

Jan 13, 2026

Date

Antonia Golinski-Foisy

Name

1/13/2026

Date

Name

Date