

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

**BOARD OF LIBRARY TRUSTEES MEETING MINUTES  
Tuesday, January 13, 2026 at 4:00 pm**

RECEIVED  
TOWN OF LUDLOW  
2026 FEB 13 A 11:48

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

Call to order: 4:15 pm

Pledge of Allegiance

Approval of minutes: October 14, 2026, December 9, 2026, and December 23, 2026. motion to accept made by Ruth Saunders, seconded by Antonia Golinski-Foisy. Motion passed.

Director's Report

December Numbers:

December Total In-Library Visits: 2552

Calendar Year 2025 Total Visits: 37,138 by staff hand tally

New patrons: 30

Reference Questions: A: 16 J: 35

Items circulated: 5,259

We deposited: \$312

Adult program attendance: 104

Juv. Program Attendance: 931

Mobile print: 106 documents totaling 155 pages

Wi-Fi connections: 786

Computer Sessions: 244 Time: 199h 39 m

Faxes: 4 (4<sup>th</sup> Quarter: 15)

55 total, 9 community members meeting room bookings, 43 library bookings

We added 189 new items

Discarded 409 items

**Unfinished Business**

- 1] On December 22 Melissa was called to the library to meet the fire department. The sprinkler system compressor failed, and the dry system got charged with water. She was instructed to call the library's sprinkler company. This was a Sunday night emergency call: cost \$1,630. It was determined there was a leak in the dry system that made the compressor over run and fail. A follow-up visit, on January, resulted in locating the leak and the repair was fixed. Dave Ritchie is gathering estimates for a new compressor as 2 companies informed us that the compressor is not good and cannot be repaired. We have a loaner compressor from Cogswell until this is replaced.
- 2] All staff except the page were assigned a Niche Academy Reference Interview webinar in December. Most have completed it. It explained what reference service is, being visible, approachable, searching, and the follow-up. Melissa will assign it to the page when staffing levels allow for it since she is working more hours now.
- 3] The reference position was accepted by Megan Charter. She will begin on 1/26.
  - Currently there are no Training Manuals or guides other than our procedures' manuals. Melissa is working on a training checklist for the Reference Librarian Position.
- 4] While the Youth services librarian position is vacant, HR and Melissa are offering Kristin an interim position with more hours and pay. Carrie is drafting the offer letter.
  - Carrie presented last year's request to the BOS for a full-time youth services assistant.
- 5] Melissa is working on purchasing 3 carts for the youth room. The wood carts wheels

- keep falling off. They are all quite old. This has been on her to-do list for some time.
- Charles from Chuck's is ordering a new control panel for the electronic sign.
- Chuck's sent off the indoor signage proofs to their braille vendor and we are awaiting new proofs that include the braille.
- Changing how we tally visits for 2026 due to the suggestion of the staff at the MBLC to do a biannual or quarterly survey and average it out.
- Melissa scheduled winter adult programs and wrote the newsletter. The staff photocopied it.
- Kristin finalized what July had prepared for the January-February youth newsletters and Amanda proofread and photocopied it for her.
- 93 warm winter items were collected for the Survival Center.
- L-2 Para-librarian interviews are underway. The final one is Friday 1/16.
- We will be a survey pick up and drop off location for the town Planning Department surveys.

**New Business**

- Melissa and Trustees discussed the labor grades of both the Reference & Technology and Youth Services librarians positions. Ruth made the motion to change the Youth Services position from a M3 to a M2 level and the Reference/Technology position from an M2 to a M3. Motion was seconded by Toni. Motion passed unanimously.
  - Additionally, a discussion ensued to review and possibly rewrite or edit the Youth Services librarian's job description before posting the position. The description will be further discussed at the February Trustees' meeting.
- National Library Worker's Day April 8 and the library will close for wellness and professional development day. Ruth made the motion close on April 8<sup>th</sup> and Toni seconded the motion. Motion passed unanimously. Discussion to continue at the next Trustees' meeting regarding providing food for staff during this professional development day.

**Open Discussion**

- Toni proposed that the Trustees add a column to the library's newsletter with content developed by the members of the board. Discussion to continue.

**Announcements**-none

**Correspondence**-none

**Adjournment**-Ruth made a motion to adjourn at 4:43 pm, seconded by Toni.

Kindly submitted by,  
Antonia Golinski-Foisy, Secretary

Date of Approval 2/10/26

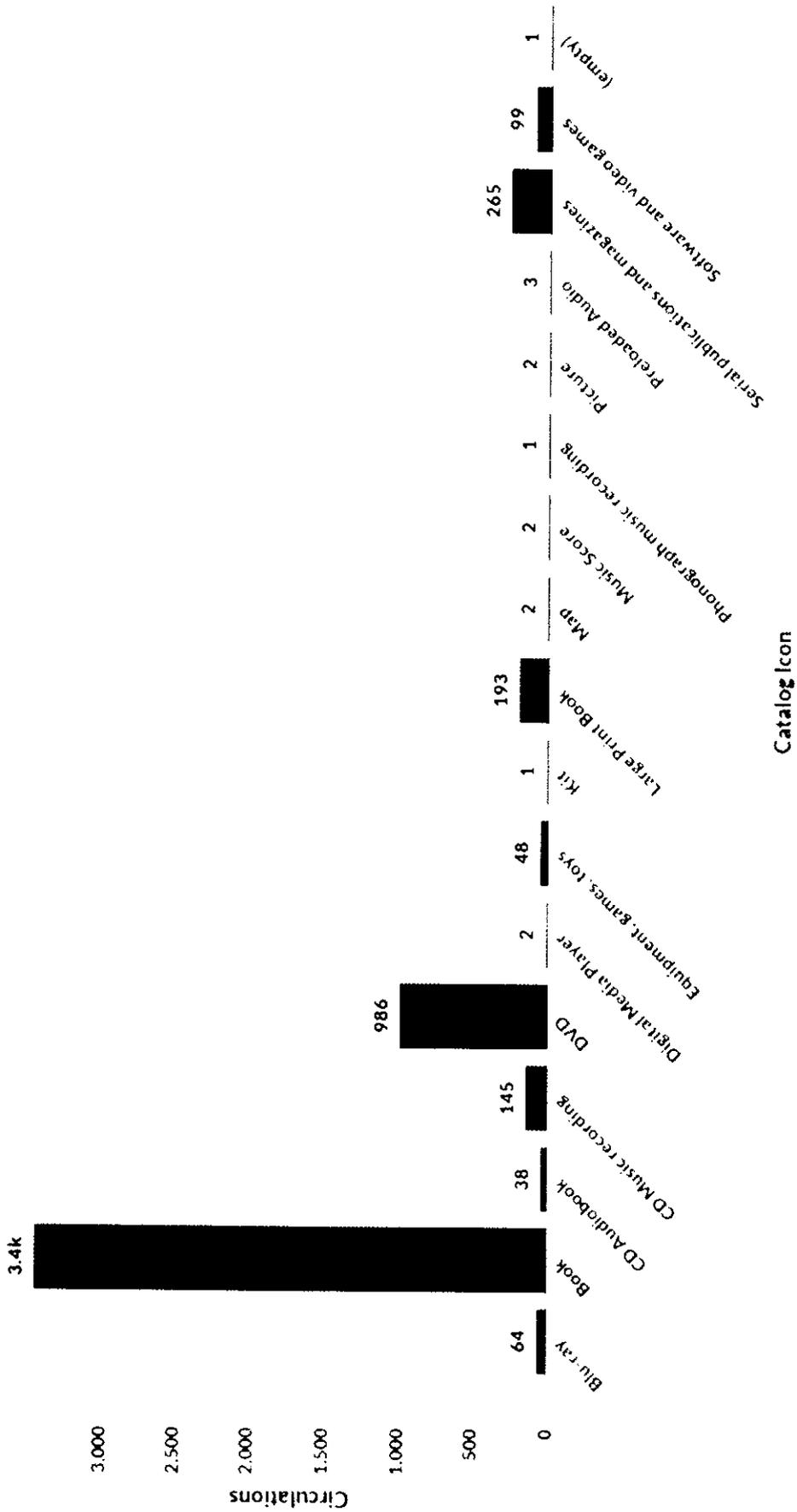
**By Board of Trustees**

Linda Collette, Chair 2.10.26  
Name Date

Ruth Saunders 2/10/26  
Name Date

Antonia Golinski Foisy 2/10/26  
Name Date

Total Circulations by Catalog Icon



Desk Circulations by Day of Week and Hour of Day

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday



Value of Materials Circulating at Your Library

- Items from Other Libraries
- Your Items
- Total Value

\$76.2k

\$62.2k

\$14.0k

\$70,000.00

\$60,000.00

\$50,000.00

\$40,000.00

\$30,000.00

\$20,000.00

\$10,000.00

\$0

Value of Materials Circulating

December 1, 2025

Checkout Month