

Board of Library Trustees of
Hubbard Memorial Library

24 Center Street Ludlow, MA 01056

BOARD OF LIBRARY TRUSTEES MINUTES

Date: Tuesday, February 10, 2026 @ 4pm

RECEIVED
TOWN CLERK'S OFFICE
2026 APR - 8 A 10:05
TOWN CLERK

Attendees: Linda Chapman Collette, Ruth Saunders, Antonia Golinski-Foisy, Melissa Rickson, Director, and Michael Bettencourt, Ludlow resident.

Call to order: 4:04 pm

Pledge of Allegiance

Approval of Minutes: January 13, 2026 Trustees Minutes-Motion to accept made by Ruth, seconded by Linda. Vote taken-passed unanimously.

Director's Report for February 10, 2026

January 2026 numbers:

New patrons: 42

Reference Questions: A: 13 J: 58

Items circulated: 5,378

Deposited: \$360.99

Adult program attendance: 82

Juv. Program Attendance: 850

Mobile print: 106 documents totaling 155 pages

Wi-Fi connections: 727

Computer Sessions: 338, Time: 311 h 34 m

Faxes: (Quarterly)

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

New items added 200

Discarded 299 items

- The Town Annual Report is due February 27th.
- On February 9th, snow and ice fell off the eaves of the awning over the main entrance door landing on a library visitor. The individual was not hurt. A similar incident happened on December 2nd to a lesser extent. A roof rake was purchased, as well as, a call was made to Dave Ritchie and Jamie Tomas, so that they are aware of this problem.
- The library opened later than usual on January 27th. The town was unable to remove snow from the parking lot and sidewalks in time of opening hours. The library opened at 1:30 pm.

- Both the director and a staff member have done a significant amount of physical labor in snow/ice clean-up with recent inclement weather. A remedy needs to be determined to handle the physical needs via local ordinance/ DPW/other means.
- Charles from Chuck's Sign Company came to install the control for the sign, but he was sent an incorrect one from the sign vendor. A replacement is being forwarded.
- Chuck's Sign Company came in on February 5th to do another walk through for the indoor signs.
- The Director attended the Senior Work Abatement Program meeting. The library will have seven workers this year. Participants work 60 hours and receive a \$900 tax abatement minus taxes. This year the town is allowing 60 participants to work from February 1st to November 30th.
- Staff have completed the state's ethics requirements.
- Kristin is reformatting the youth room newsletter to be a more user-friendly calendar beginning in March.
- Megan Charter began working as our Reference & Technology librarian on January 29th. She previously worked at the Dedham library.
- The L-2 Para-librarian position was filled internally by Rachel Smythe beginning February 2nd. The L-1 position she has vacated will be filled by Carla Thompson who will begin on March 2nd. She has previously worked at the Marlborough and Ashburnham libraries.
- The telescope has been repaired.
- New book carts for the youth room were delivered.
- We have been working to change Gmail accounts over to CWMARS or Town of Ludlow accounts.
- This month the Friends are the recipient of the Big Y community bags program for bags sold at the Ludlow Big Y.

Unfinished business

- Trustees will continue to review job descriptions with input from the director for open positions and edit as necessary.
- Trustees will also finalize the issue providing food for staff during the employee wellness and staff development day.

New business

- The Director asked Trustees to rescind the vote from the January 13th meeting regarding closing the library on April 8th for National Library Workers Day and Employee Wellness Day to reflect the correct date of April 14th. Ruth moved to rescind the motion to close on April 8th and motioned to close on April 14th. Toni seconded the motion. The vote passed unanimously.

Open Discussion

- Trustees discussed the desire to meet with Marc Strange, Ludlow Town Administrator in order to introduce themselves and speak to needs of the library. Discussion to continue at the March meeting.
- Michael Bettencourt, a newly established Ludlow resident attended the meeting to learn more about the library, its history in the community and changes/challenges it faces. Michael lived for a short while in Ludlow when he was growing up and recently became a home owner in town.

Announcements-none

Correspondence-none

Adjournment-Toni made a motion to adjourn at 5:08 pm, seconded by Linda. Vote unanimously passed.

Kindly submitted by:

Antonia Golinski-Foisy, Secretary

Date of Approval 4/7/26

Board or Trustees

Ruth Saunders - Chair 4/7/26

Name

Date

Linda Collette 4.7.26

Name

Date

Antonia Golinski-Foisy 4/7/26

Name

Date