

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

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BOARD OF LIBRARY TRUSTEES MINUTES

Date: Tuesday, May 12, 2026 TOWN OF LUDLOW

Attendees: Linda Collette Chapman, Ruth Saunders, Toni Golinski-Foisy, and Melissa Rickson, Library Director.

Call to order: 3:59 pm/ Pledge of Allegiance

Public Comment: None

Approval of April 7, 2026, meeting minutes: Linda made a motion to approve, Toni seconded. Vote unanimous approval.

Director's Report

April Numbers:

- New patrons: 52
- Reference Questions: A: 22 J: 56
- Items circulated: 5,755
- We deposited: \$1,624.25
- Adult program attendance: 164
- Juv. Program Attendance: 1055
- Mobile print: 116 orders, 852 pages
- Wi-Fi connections: 841 connections
- Computer Sessions: 341 logins (230 Adult, 111 Children) Time: 331 h 16 m
- Faxes: 13
- 76 total, 20 community members meeting room bookings, 56 library bookings
- We added 704 new items
- Discarded 742 items

Budgetary:

- The budget for the year is winding down. Many books for the youth department have been ordered by the Director since the librarian's position is open, and no one is there to do so.
- Some mis-posted deposits were discovered in Munis including Memorial fund money. The 6/30/25 deposit in the amount of \$1,088.82 (listed below) was erroneously posted to 0101610-427099. She has not yet located the rest. The following funds (\$1,660.73) were not posted to the Memorial Fund:

Period	Deposit Date	Amount
5/1/2025	6/3/2025	\$48.95
6/1/2025	6/30/2025	\$1,088.82
8/1/2025	9/2/2025	\$69.00
3/1/2026	3/31/2026	\$453.96

- o Our new website, www.hubbardmemoriallibrary.org is live and will be officially announced with the SRP.
- o Megan's computer and the media computer in the adult public computer area to computers with Windows 11 were replaced by the Director. We still have 5 more to go for all to be updated.
- o Carla and the Director will attend the MLA Massachusetts Library Conference) 5/18-19
- o Megan is attending the Digital Navigator Conference in Southbridge 5/13.
- o Megan has been working on the new website and adding in content to publicly announce the site with the SRP.
- o Megan, Rachel, Kristin, and Amy have been preparing for summer programming.
- o Megan, Rachel, and Kristin have been further developing our partnership with LCTV by offering a TV Vlog spot advertising our programs and services. Mike from LCTV will come record Rachel and Kristin and air it on TV and we can then share it on our social media and/or website after it airs.
- o The Director has been working with Brittany Beaumier from the Selectmen's office regarding the town installing new cameras in all departments.
- o As per tradition, the last Saturday open for the summer is scheduled to be June 20 and the library will begin on September 12, the Saturday after Labor Day.
- o Marc Strange canceled the April monthly check-in. They are scheduled to meet next on May 20.
- o The Director will be working on Memorial Day and be off the following Friday, May 29. Additionally, she will be out on Monday June 1 and be working on Saturday June 6 to be the working keyholder.

Unfinished Business

- o National Library Worker's Day Observance/Employee Wellness Day was a great success. Trustees were on hand as staff received certificates of appreciation and thanked each staff member for a job well-done this year.
- o As of the May meeting the Director had not received a response regarding the completion of the window painting project. The project is slated for completion by June 1.
- o Signage update arrived April 30 at Chuck's. There is some prep work to be done and then signs will be installed.
- o Youth Services Librarian Job Applications were received. Candidate interviews begin the week of May 11.
- o As mentioned in the Director's report there were some miscredited items assigned to incorrect funding categories. Additionally, a wi-fi grant fund (approximately \$11,000) was erroneously deposited in 2025 into a town account rather than a library specific account resulting in the Director contacting both Marc Strange and Cheryl Allen.
- o The Board of Trustees will issue an invitation to Marc for the June 9th meeting to further discuss this issue and other areas with pending questions.

New Business

- The library received a \$1,000 donation from Carol Przybycien. Linda made a motion to accept the donation; Ruth seconded the motion. Unanimous vote by the Board.
- A quote was received from NEPA (Northeast Painting Associates Inc.) for painting two metal doors and frames, two sconce lamps, 6 lamp posts, metal work near the old library entrance and the metal railing at the library entrance. Price includes labor and materials: \$5,870. Linda made the motion to accept the proposal; Ruth seconded. Unanimous vote by the Board.
- The Director has had conversations with Grodsky and Selectman James Gennette about the condition and possible funding of the outdated HVAC system. The heating and cooling system needs to be addressed sooner than later.
- A new product has been added to our book collection called DigiGOGO books which is designed with a video in it.
- A Sustainable Libraries Initiative Community Resilience grant for rural and small libraries has been applied for. This \$750 grant would allow us to incorporate Green Infrastructure & Landscaping to add tree islands, pollinator gardens and/or rain gardens in and around our parking lot in an attempt to decrease the effect that an urban heat island potentially caused by adding the new parking lot.

Open Discussion

- The Trustees have notified Marc Strange to take his request that Department Heads notify his department when they will be out of the office. Linda made the motion, Toni seconded. Unanimous vote by the Board.

Announcements-none

Correspondence-none

Adjournment: Linda made the motion; Toni seconded. Unanimous vote by Board at 5:30 pm.

Kindly submitted by:
Antonia Golinski-Foisy, Secretary

Date of Approval June 9, 2026

By Board of Trustees

Tara Saunders 6/9/26

Name

Date

Linda Collette 6.9.26

Name

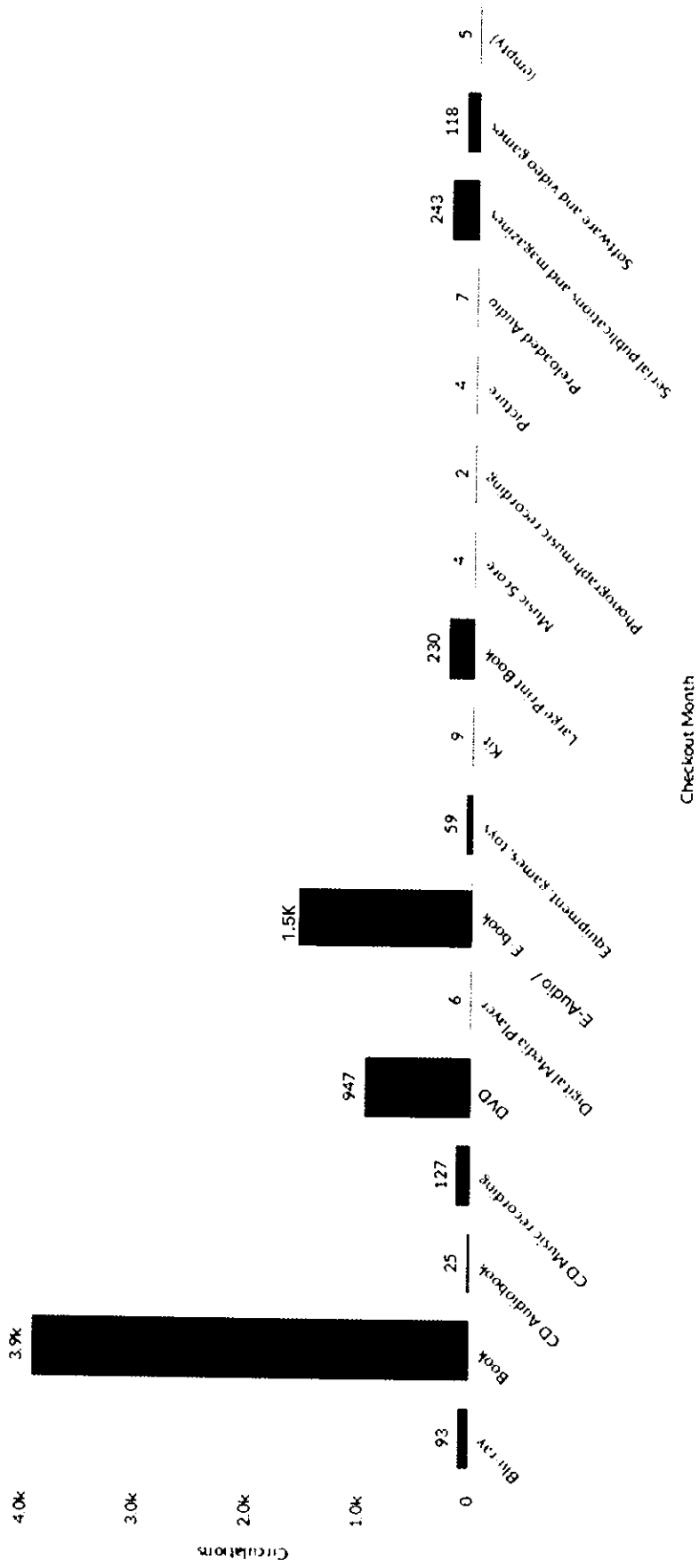
Date

Antonia Golinski-Foisy 6/9/26

Name

Date

Total Circulations by Catalog Icon



Desk Circulations by Day of Week and Hour of Day

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

180

150

120

90

60

30

0

Circulations

10H

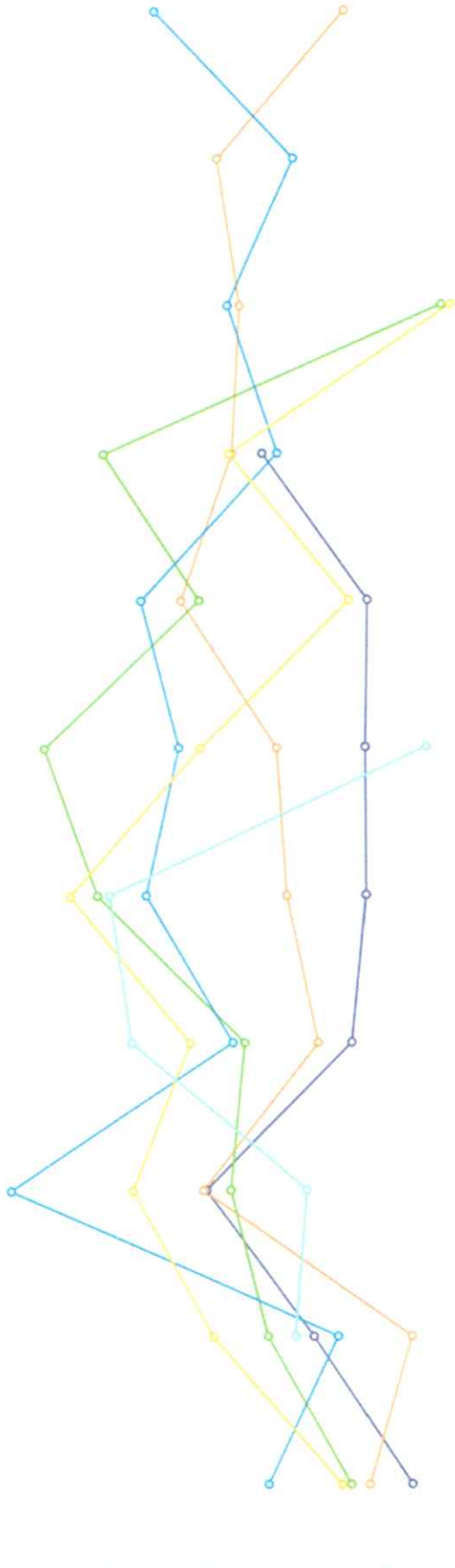
12H

14H

16H

18H

Hour of Day (24 Clock)



Value of Materials Circulating at Your Library (Physical items)

● Total Value ● Items from Other Libraries ● Your Items

\$100.0k

\$80.0k

\$60.0k

\$40.0k

\$20.0k

\$0.00

Value of Collection Circulating

\$89.4k

\$72.8k

\$16.5k

April 1, 2026

Checkout Month

