

Board of Library Trustees of  
Hubbard Memorial Library  
24 Center Street Ludlow, MA 01056  
BOARD OF LIBRARY TRUSTEES MEETING MINUTES  
Tuesday, July 28, 2026 @ 4 pm

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

Call to order: 3:56 pm/ Pledge of Allegiance

Visitation

Public Comment

Approval of June 9, 2026 meeting minutes: Linda made a motion to approve, Toni seconded. Passed by unanimous vote.

**Director's Report**

**July Statistics**

- New patrons: 64
- Reference Questions: A:61 J: 124
- Physical Items circulated: 7,252
- We deposited: \$694.86
- Adult program attendance:266
- Juv. Program Attendance: 1948
- Mobile print: 133 orders, 1,207pages
- Wi-Fi connections: 1045 connections
- Computer Sessions: 341logins (250 Adult, 91 Children) Time: 268 h 59 m
- Faxes: 12
- 83 total, 37 community meeting room bookings, 67library bookings
- We added 309 new items
- Discarded 58 items + 16 in bad statuses
- Director working ARIS state report. State Aid Financial report opens 8/3.
- Rachel, Kristen and Megan are creating new video content with Mike from LCTV and are doing a fantastic job.
- Kristen has oriented Kirsten, new Youth Services Supervisor, with our library. Staff visited East Street School, Head Start and the Ludlow Boy's and Girl's Club this month.
- Patrick has a new baby boy; staff has divided up his duties to complete while he is out.
- Carla photographed the adult library of things collection and Megan will put the images up on the website with links to them in the catalog.
- The parking lot site work began on 7/20 and is completed.
- Power washing -Historical soft wash on the building with attention to moss, algae and environmental staining, low pressure wash of north roof slates, east sidewalk to entrance and a life rent is scheduled for 8/15-8/16.
- An additional desktop computer was purchased for the youth room staff desk.

- Melissa met with Marc Strange on 7/15 for the monthly library check-in.
- Kevin Flanders is the new Register correspondent and he has touched base with the library.
- Reminder, the first Saturday for the fall is scheduled to be September 12, the first Saturday after Labor Day.

#### **Unfinished business**

- Window restoration project update: small items still need to be resolved in order to sign off on project.
- Signage update- signs installed with some minor adjustments to be made.
- Exterior priming and painting will begin late summer, after the summer reading program has ended. Removal of excess paint on bricks from the window project needs to be addressed.
- Parking lot project was marked by dig safe. Melissa is meeting with DPW on August 26<sup>th</sup> to discuss the parking lot work. Areas of work include paving, sidewalks, optional electric lights. Linda moved that all the lights be the same (solar or electric). Seconded by the Chair, Ruth Saunders. Motion adopted and passed by full Board (3).
- Coin op was repaired and firmware updated on copier were run.
- Summer Reading programs were launched.
- Amy attended the Ludlow Boys and Girl's Club slide into summer safety.
- Mis-posted funds properly posted. Issue resolved.

#### **New business**

- Social Media Policy-Trustees shared information they collected through conversations with neighboring libraries and given to Melissa. She will coordinate information and share with all trustees in September and discussed at the October trustees meeting. More information is forthcoming regarding e-rate funding and what the school is doing. Linda made a motion to turn off comments in library postings effective August 1, 2026 and revisit in the fall. Motion seconded by Toni; passed by unanimous vote.
- Melissa is in receipt of 17 Ludlow Manufacturing Blueprints. More information will be released to the public regarding this new find.
- The library will be getting new catalog and PC RES/print release computers which will be covered by the Town IT budget.
- Melissa provided Marc's department with dates she is out of the office from August to September.
- Our main phone line # went out and was noticed on Friday, May 20. Verizon repaired the line on 5/26.
- Megan made a USA 250th website with a reading list, programs and links.
- Summer Reading Programs are ready to go.
- Amy will represent the library at the LB&G Club Slide into Summer Safety event.
- CWMARS FY 27 Membership agreement and eCommerce form have been completed.
- Staff are working on the ARIS (Annual Report Information Survey).

- Our first promotional video recording partnership with LCTV has been aired and shared.
- Summer Trustee meeting schedule 7/14 and /or 8/11. A discussion ensued regarding the availability of trustees for these two monthly meetings due to upcoming summer vacations. It was determined trustees were all available in July; however, there is no available date where two or more trustees are available in the month of August. Ruth made a motion to suspend the August meeting. Toni seconded. Passed by unanimous vote. Next meeting is September 8

### Open Discussion

- Marc Strange was invited May 21, 2026, to attend the Trustees Meeting on June 9 to meet the full board and discuss two areas of interest: 1. DPW timeline for snow and ice removal of the parking lot, sidewalk, and handicapped areas regarding the safety impact on the public and library staff. 2. Address steps that must be taken to correct the mis-posted grant and special funds by the town's Accounting Department. Melissa presented a video visually highlighting the incomplete snow and ice removal from the library's property in late winter 2025 into early 2026 which posed safety issues not only for parking, but safe walking areas also to get into the building and areas of ice buildup on the entrance overhang of the library. Unfinished plowing/snow/ice removal has impacted the staff and public physical safety and impeded the opening of the library. One staff member fell and sustained a head injury resulting in a loss of work. The trustees had an open and informed discussion with Marc who responded with sincere interest and understanding of our concerns. He stated he already had a meeting date with the DPW then next morning and would mention this and further stated the DPW would meet with the Library Trustees on our September 8, 2026 meeting at 3 pm. Marc also stated he would consult with the finance department to rectify errors.

### Announcements

### Correspondence

Adjournment: 5:32 pm Linda made a motion for adjournment. Ruth seconded. Passed by unanimous vote.

Kindly submitted by:

Antonia Golinski-Foisy, Secretary

Date of Approval \_\_\_\_\_

By Board of Trustees

*Ruth Saunders*

Name

*10/20/26*

Date

*Linda J Collette*

Name

*10.20.26*

Date

Name

Date