Board of Library Trustees of
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
BOARD OF LIBRARY TRUSTEES MEETING MINUTES
Tuesday, September 8, 2026 @ 3pm

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LUDLOW, MASS.

Attendees: Chair- Ruth Saunders, Secretary-Toni Golinski-Foisy, Linda Chapman Collette, and Melissa Rickson, Library Director.
Call to order: 3:02pm/ Pledge of Allegiance
Visitation

- Jamie Tomas, Jim Goodreau, Ludlow DPW re: winter snow removal and conditions notification. Both Jamie and Jim provided information on how the DPW works through inclement weather and snowstorms. This included a hierarchy of which Town Departments parking lots and sidewalks are cleared. The library is notably towards the bottom. Their presentation was thorough and led to discussions as to how a decision will be made whether the library remains open or closed during these weather conditions. As the physical safety of our patrons and staff is a priority, the library director will contact the DPW (Jamie) on the morning of a storm. Melissa will write up an outline of steps to be taken and share with the trustees and staff. The public will always be informed of any closings via a variety of sources.

Public Comment
Approval of July 28, 2026 meeting minutes- defer until October meeting

Director's Report

July Statistics

- New patrons: 58
- Reference Questions: A:69 J: 152
- Physical Items circulated: 7,346
- Adult program attendance:208
- Juv. Program Attendance: 1081
- Mobile print: 105 orders, 413 pages
- Wi-Fi connections: 1094 connections
- Computer Sessions: 423 logins (294 Adult, 129 Children) Time: 361 h 9 m
- Faxes: 9
- 62 total, 9 community meeting room bookings, 53 library bookings
- We added 434 new items
- Discarded 108 items + 23 in bad statuses

August Statistics

- New Patrons : 58
- Reference Questions: A 67 J:127
- Physical Items circulated:6,610
- Adult Program attendance: 153
- Juv. Program Attendance:1,138
- Mobile Print: 93 orders, 635 pages
- Wi-Fi Connections: 1,133 connections
- Computer Sessions: 370 logins (252 Adult, 118 Children) Time: 296 h 8 m
- Faxes: 11
- 62 total, community meeting room bookings, 46 library bookings
- 198 new items added
- Discarded 47 items + 52 in bad status

- E-Circulation Data:
  - July 2026
    - Libby eBooks and eAudiobooks: 442
    - Hoopla Content:78 Patrons borrowed 296 circulations. 7 new patrons joined Hoopla.
    - Kanopy:204 plays, 7,393 minutes
  - August 2026
    - Libby eBooks and eAudiobooks: 409
    - Hoopla Content: 84 Patrons borrowed 324 circulations. 13 new patrons joined Hoopla.
    - Kanopy: 143 Plays, 4,406 minutes

- Outreach: Megan and Kirsten attended the Ludlow Health Department, Melissa walked through and spoke to partners and potential community partners. Kirsten attended Color Ludlow with Love and Kristin will attend Falling into Fun.
- Kristin photographed the youth library of things collection. Megan will put the images up on the website with links to them in the catalog.
- Melissa is looking into ALICE training and a fire drill for the staff and will go over the emergency plan with staff. Potential CPR training and optional NARCAN training may be offered. Tentative dates may fall in January and February. Library would close for training.
- Power-washing is complete and graffiti was removed from the north exterior wall.
- Melissa met with Mark Strange on 8/19 for the monthly check-in.
- Melissa attended the internal safety committee meeting on 9/1 and the department head meeting on 9/3.
- Melissa also completed her grant course as her professional development course.
- Kevin Flanders is the new Register correspondent; he regularly touches base with the library.
- Staff: one employee returned from FMLA and another is on FMLA intermittent leave.
- Melissa will be attending the Massachusetts Library System Annual Member meeting in Leominster. The Library is a member of MLS.
- Holiday season closings are anticipated 11/26-27, 12/24 close at noon. 12/25 closed. 12/31 hours of operation 9-5 instead of 9-8, January 1 closed.

Unfinished business

- Melissa provided a 9-page punch list with photos of interior and exterior items and typical conditions that need attention. Window restoration project complete. Exterior priming and painting: railing, lampposts, finials and northside doors-complete. The report contains work that still must be addressed. Melissa will give monthly updates on progress.
- Paving of the newly developed additional parking spaces is still under review. It is with great hope that the project is completed before winter. Melissa is working with a number of town employees and elected officials to resolve the project.
- The library's summer reading programs were very popular and again a great success. The staff did an incredible job providing programs and reading recommendations to community members.
- Melissa provided Trustees with a great amount of information regarding the Social Media Policy that public libraries are dealing with. We strive to provide guidelines for communication while balancing the First Amendment, privacy laws, public interaction, and safety. Often this involves Facebook, Instagram and You Tube as well as others. As this is a complex and multilayered

undertaking, Trustees will continue to gather information and speak with other library directors and trustees.

- Melissa is still working with Micky Buhl and the folks at LPS on the phone system.
- Friends of the Library cancelled their meeting.

New Business

- The Level 0, level funded budget is due September 11.
- State Aid report is due October 2.
- Important Freedom to Read legislation was passed at the state level protecting libraries, librarians, and intellectual freedom.
- Potential CPR Training for the staff is available through the health department. Potential cost would be $35 per staff member.
- The library will have a sign posted on the Book Drop in October that the book drop is closed during operating hours of the library. Linda made a motion stating "As of October 6th, the Hubbard Memorial Library book drop is closed during business hours and open after hours." Seconded by Ruth; unanimously passed.

Open Discussion

Announcements

Correspondence

Adjournment: 5:15 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 10/20/26
Name Date

Linda J. Collette 10.20.26
Name Date

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Name Date