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

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Minutes: BOARD OF LIBRARY TRUSTEES
Date: Tuesday, October 20, 2026 @ 4 pm

Attendees: Chair- Ruth Saunders, Linda Chapman Collette, and Melissa Rickson, Library Director. Antonia Golinski-Foisy, Secretary absent.
Call to order: 3:57 pm/ Pledge of Allegiance
Visitations: none
Public comment: none
Approval of Minutes: Linda made the motion to accept minutes and Ruth seconded.
Approval of minutes of the July 28, 2026 & September 8, 2026 meetings passed.

Director's Report

September Statistics

- New Patrons: 51
- Physical Items circulated: 6,028
- Reference Questions: A:85 J:105
- Adult Program Attendance: 159
- Juv. Attendance: 1, 044
- Mobile Print: 129 orders, 1011 pages
- Wi-Fi connections: 1,019 connections
- Computer Sessions: 305 logins (245 Adult, 60 Children) Time: 256h 12 m
- Faxes: 10
- 62 total, 16 community meeting room bookings, 46 library bookings
- We added 364 new items
- 161 Discarded items

E-Circulation Data:
September 2026
Libby eBooks and eAudio books: 444
Hoopla Content: 79 Patrons borrowed 303 circulations. Three (3) new patrons joined Hoopla
Kanopy: 62 plays, 3,567 minutes

- Amanda attended *Switching it Up! Creating a Video Game Collection for Your Library* for professional development since she has been performing the collection development duties for the video games.
- In early September Melissa asked Dave Ritchie to get HVAC proposals for our antiquated system. He said he would get 3 quotes. Hopefully we can submit a Capital Request for this year. They are due on November 15.

o Melissa has been working on our magazine renewal. They are planning to switch over the rest of the magazines to our secondary vendor WT Cox since our current primary vendor has been having problems with renewals and some magazine companies have dropped them. This will take a few years to transition because subscriptions have varying renewal dates.
o Melissa will be attending the Massachusetts Library System Annual Member Meeting in Leominster on November 4 and *Strengthen Your Library Through Effective Policies* at the Massachusetts Library System Office in Northampton on December 3.
o Megan Signed up and enrolled in Introduction to Archival Theory and Practice through Juice Academy, grant provided by MLS (October 5-November 15)
o Tech programs have resumed now that Megan is settled in
o Anticipated holiday season closings are 11/26-27, 12/24 close at noon, 12/25 closed. 12/31 9-5 instead of 9-8, Jan 1 closed.

Unfinished Business

- Window restoration project update -Larochelle said they finished the punch-list. Kevin Riordan from Dietz Architect will be coming in to do another site visit to check completion.
- Parking lot - Jim Goodrow and Jamie Tomas at the DPW are still working on it. They still hope that the lot can be paved before winter.
- Phone system update - Verizon was requested to temporarily move our Centrex lines to POTS lines. We are working with Connectivity Point and Intermedia along with police & fire.
- State Aid report submitted - Melissa gave the trustees a printed copy.
- CPR Training for the staff through the Health Department Booked - January 11th
- Inclement weather procedures / follow-up from DPW visit at September meeting - The Board and Melissa went over the following internal procedure:

Hubbard Memorial Library Inclement Weather Closure Internal Procedure

The physical safety of our patrons and staff is priority. In most cases, the library's inclement weather closures will follow policy and the Town Hall's Closures, and/or local state of emergency declarations by the governor. In some cases, the Town Hall or other Town Departments may open, or their employees may be required to report because those places are emergency shelters. The library does not serve as an official emergency shelter and is considered non-essential during inclement weather conditions.

As the Department of Public Works has a hierarchy of essential Town department parking lots, walkways, and roadways to clear of snow and other weather-related debris. The library is a non-essential department as such, the library's storm closures may not always be

decided upon by the Town Hall's opening or closing status and may be determined by the progress the DPW has made clearing the most essential Town Department lots, walkways, and Town roadways.

On mornings when there is a snowstorm leading to area schools, and other organizations being closed due to weather, the Library Director will contact the DPW Director or designee the morning of a storm to get a report on storm recovery progress and an approximate time of when the library may be able to safely open. Once verified, the library director will call the Chair of the Board of Trustees to determine the library's opening or closing schedule for the day. If the Trustee Chair is unavailable, the director will contact another Library Trustee to aid in making the determination. Once resolved, the director will post on local news channels, inform the Select Board's office or the Town Administrator that the library has an alternative schedule for the day. and notify library staff and may call upon them to notify other members of the staff.

The reference librarian will post it to the library's website and outdoor electronic sign; the youth services librarian will post to Facebook being sure to address the cancelation or postponement of programs for the day. During storm-related closure, staff who have duties that they can perform at home are encouraged to do so. Staff may bring home library laptops, tablets, hotspots, and professional journals prior to an impending snowstorm to work at home until the library reopens. Once the library is reopened, all staff are expected to return to work at the library. Anyone not returning will be required to use accrued paid time off.

New business

- Director evaluation forms for discussion and November approval - Ruth handed out forms received from Carrie Ribeiro at HR for Board members to look over and provided a copy to Melissa
- Display policy discussion - Linda stated there will not be a Christmas tree on the lawn this year. Ruth expressed concern over last year's tree having Town Republican Committee ornaments on it only. Melissa said she wishes the library to remain neutral and welcoming to all and to abstain from all religious or political displays. The discussion was then tabled.
- Open Discussion- Ruth mentioned she received a message from a patron from Town Hall

Announcements - We will be closed on Veterans Day, next meeting will be 11/10, budget and capital requests are due 11/15

Correspondence

- Book Drop- Trustees have been getting calls or people pulling them aside to talk about the return to the book drop being an after-hours drop. Trustees agreed to leave it this way for now. Discussed talking about the book drop at story-times and programs to ask people to return materials inside when they are coming in anyhow. Discussed the possibility of moving the book drop and Melissa to look into purchasing a new drop since it is banged up and rusting. If the drop is moved, could look into a slab being poured when the sidewalk cement is poured. The discussion was tabled.
- Dolly Parton donation from Country Bank: vote to accept donation on a motion from Linda and Seconded by Ruth. The donation will be deposited to the Selma May fund which only funds children's and youth programs.

Adjournment: 5:25 pm

Kindly submitted by:
Antonia Golinski-Foisy, Secretary
Date of Approval 11/10/26

By Board of Trustees

Ruth Saunders 11/10/26
Name Date

Linda J Collette 11.10.26
Name Date

Name Date