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

Meeting Notice: BOARD OF LIBRARY TRUSTEES
Date: Tuesday, November 10, 2026 @ 4 pm

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TOWN

AGENDA

- Call to order / Pledge of Allegiance
- Visitations
- Public comment
- Approval of minutes of the October meeting
- Director's report
- Unfinished business
    - Window restoration project update – Larochelle Const. says they completed work. Waiting on architect to approve & sign.
    - Parking lot – cement will work in with other projects. Paving still being negotiated by DPW.
    - Phone system update:
        - Centrex lines converted to POTS lines. We eventually need to get off POTS and on to VOIP. Our phone bill will no longer be paid by LPS and we will need to pay 3 lines.
        - We were able to retain our lines and phone numbers.
        - Fax went down for about a week. Pat worked with FaxScan 24 to reprogram the public fax to be compatible with the POTS line.
        - We are still looking to update the antiquated internal phone system to one that is 911 compliant with modern hardware.
    - Director / employee evaluation forms review.
- New business
    - Budget, capital, position requests (due 11/30)
    - New Years Eve Schedule [vote]
- Announcements
- Correspondence
    - Donation from Sandra Przybycien to Memorial Fund [vote to accept donation]
- Open Discussion
- Adjournment.

Note: The topics listed are those which the Chair reasonably anticipates will be discussed as of the date of this posted notice. Not all the topics listed in this notice may actually be reached for discussion.