

Board of Library Trustees

Hubbard Memorial Library

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TOWN OF LUDLOW

January 5, 2017

Attendees: Chris Davis, Robert Mishol, Judy Kelly and Elaine M. Karalekas

Meeting was called to order at 2 p.m.
Bob and Chris voted to accept the minutes.

Director's Report

1. The parking lot lite pole has been installed and is working.
2. ML Schmitt / Nate will bring a new 2x2 interior lighting fixture for approval before it is installed . Hampden Zimmerman is the fixture vendor.
3. The new shades in the program room are good. Judy has ordered some for the small conference room.
4. The fax line has been rooted to the Copier Room for the public fax machine. Fox 24 co. will take care of the income which will be received by charge or debit card. Laptop has been purchased for the library by the IT dept. The tabletop charging stations which have been built by the IT dept. will be installed on library tables.
5. The Friends will fund one of the two free-standing charging stations. Judy is waiting for an estimate which should be about \$600.
6. Gary Brown from Titan Roofing will restrap the entryway copper gutter.
7. The Stanley rep has been contacted for an estimate on the replacement for the hands-free door. It is creaky.
8. The 27 year old security panel (New England Fire & Security) needs to be replaced. The 5/16/16 estimate from EST is in the amount of \$769.00.
9. The Senior Abatement Program applications are now available at the Selectman's Office in the Town Hall. If Paul Santonili does not receive a slot we will pay for his services.

Correspondence

1. Organization of the Ludlow Senior Center Building Committee.
2. Massachusetts Municipal Wholesale Electric Company donation letter for the amount of \$500. was received.
3. MBLC library certification and award notification for \$14,727.42 was received,
4. Town Administrator: Articles for 5/8/17 Town Meeting Warrant and Annual Town Report is due on 2/3/17.
5. The State Ethics Conflict of Interest training notification was received. We

all need to take this.

6. The Western Mass Legislative Breakfast Schedule was received.

Judy showed the description of duties that are needed when the ad is put out for the new librarian. Some discussion on knowledge and what skills are needed to run the building.

Bob and Chris motioned to end the meeting at 2:50.

The next meeting will be on 2/9/17.

Respectfully submitted by

Elaine M. Karalekas

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