

BOARD OF LIBRARY TRUSTEES
AGENDA
February 7, 2017
2:00 pm

RECEIVED
TOWN CLERK'S OFFICE
2017 FEB -3 P 2:20
TOWN OF LUDLOW

APPOINTMENTS

DIRECTOR'S REPORT

1. Public fax machine has arrived and been installed.
2. New Hunter Douglas shades have been installed in the Conference Room. Measurements taken for 3 smaller windows in the Program Room.
3. Photo image for new mural has been chosen for the TD Bank branch in Ludlow. Image was FedExed to Color Images from reproduction, and has been returned to the library.
4. Annual report 2016 for Town Meeting.
5. Senior Abatement volunteers have begun work for 2017.
6. New England Fire & Security has replaced the security panel. Now troubleshooting numerous false alarms after installation.
7. Titan Roofing checked the dropped entryway copper gutter and deemed it safe as is.
8. New funds (account numbers) set up for the library's Special Revenue Funds.
9. Elevator inspection test set for February 21, 2107.
10. Volunteers needed for the Friends Mini-Golf Fundraiser, February 25, 2017.
11. IT Department (Gary Blanchard) is building new replacement computers for the library.

CORRESPONDENCE

1. Ludlow Accounting Department Special Revenue Funds memos.
2. Accounting Department IRS mileage memo.
3. Town Administrator: Updated public records law.
4. PublicFax Server Activity 1/1/17-1/31/17

EXECUTIVE SESSION: Review candidate applications

DISCUSSION: Library hours

The March 2017 meeting date/time has yet to be determined. ***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**