

Hubbard Memorial Library
Board of Library Trustees
Minutes—February 7, 2017

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TOWN OF LUDLOW

Attendees: Chris Davis, Bob Mishol, Judy Kelly

Meeting was called to order at 10 AM

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 Reflections from reproduction, and has been returned to the library.
4. Information to go into the Annual Report was discussed, complemented, and approved. Chris said that she would contact Rich Wirth at the Ludlow Register to ask about the possibility of portions of the Report being published in the Register.
5. Senior Abatement volunteers have begun work for 2017, effective February 1st. We have 6 volunteers
6. New England Fire and Security has replaced the security panel. Now troubleshooting numerous false alarms.
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, 2017.
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.
5. MHEC/MLS Purchasing Cooperative memo regarding acquisition of Baker & Taylor by Follett.

Discussion:

There was a thorough discussion of possible changes in the library's hours, but it was the consensus that the current hours were fair and considerate for the library's patrons and employees.

The meeting adjourned at 11:05 to go into Executive Session.

The next meeting is scheduled for March 7, at 2 PM

Respectfully submitted,
Robert Mishol