

Board of Library Trustees

Hubbard Memorial Library

April 4, 2017

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

Meeting was called to order at 2 :00 p.m.

Bob and Elaine voted to accept the minutes from 3/9/17.

#### Director 's Report

1. Board of Trustees was organized . Chris Davis is chairman, Bob ,vice chairman, and Elaine as secretary.
2. New janitorial vendor contract .(T&S Cleaning Service) 7/1/17-6/30/18.
3. Reference Room bay windows have the new Hunter Douglas shades installed. Measurements were taken for the last windows on the main level.
4. M.L.Schmitt and Hampden-Zimmerman , Don and Ray, are coordinating with an Eversource representative on retrofitting the building's fluorescent light fixtures.
5. The Friends will fund three upcoming museum pass renewals for the library: Amelia Park Children,s Museum, The Zoo at Forest Park, and The Ecotarium. Friends' funding is applied to the Memorial expenditure for State Aid.
6. There is a new Personnel Policy Manual has been delivered to all departments.

#### CORRESPONDENCE:

1. FRIENDS OF THE Library Meeting minutes from 3/28/17.
2. Board Reorganization memos.
3. C/W MARS: Collection management CDIG Recommended Guidelines (November 2016).
4. T&S Cleaning Service contract.
5. Retirement party announcement for Chief Mark Babineau.

#### DISCUSSION:

Mention of July's suggestion of an outside table. Judy will talk with her about ideas.

Installation of the bike rack will be brought up with Steve, DPW Chairman. Next meeting will be on Tuesday 5/2/17 at 1:30 p.m.

The meeting was adjourned at 3:10 p.m.

Respectfully submitted  
Elaine M. Karalekas

4. EEEMWEC donation letter received for \$500. which wick will go to the Memorial Fund.

Bob and Chris motioned to end the meeting at 3:25.

Next meeting will be on 1/6/16 at 2.

Respectfully submitted by  
Elaine M. Karalekas