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TOWN OF LUDLOW

BOARD OF LIBRARY TRUSTEES
HUBBARD MEMORIAL LIBRARY
MAY 4, 2017

ATTENDEES: Chris Davis , Bob Mishol, Judy Kelly and Elaine M. Karalekas

Meeting was called to order at 1:40.

Bob motioned for the 4/4/17 minutes to be accepted. Seconded by Elaine.

Director's Report

1. Review of Wireless Network Access Policy. Our document was from 2013, and Judy will be adding Forbes Library policy to our document.
2. Review of Unattended Children Policy. We will look over for the next meeting.
3. DPW poured the concrete on 5/4/17 for the new bike rack. Rack is installed.
4. The estimates from ML Schmitt/Hampden Zimmerman were received for the complete retrofit of the library's lighting. It has been divided into sections.
Judy is comfortable going with Phillips/ for all 3 floors in the amount of \$54,707.00 with a rebate of \$12,000 which will go back to the company. They can do this job immediately, within a month working from 7-3:30 daily. The savings will be about \$47,667. over 10 years.
5. Waiting for an estimate from Valley Communications for the emergency lowd speaker system.
6. MBLC final state aid award in the amount of \$15, 430.72 should be received by 5/30/17.
7. There are 12 new library computers that were built and installed by Gary Blandchard, IT Dept. CW MARS has updatd printing release software -LPT One.
8. The library has purchased Ancestry.com for the Library. It can only be used in the library for free.
9. Judy will be purchasing Zinio (e-magazines) and Mango languages. RHYME/Easthampton will redesign the library page to include these.

Correspondence

1. MBLC-State Aid award letter.
2. Board Reorganization memo.
3. Guide to Massachusetts Public Records Law. Judy attended the meeting recently.

The next meeting will be on Tuesday June 6, 2017 at 1:30 p.m.

Meeting was adjourned by Bob and Elaine at 2:30 p.m.

Respectfully submitted
Elaine M> Karalekas