

Hubbard Memorial Library
Board of Library Trustees
Minutes----July 27, 2017

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TOWN OF LUDLOW

Attendees: Chris Davis, Robert Mishol, Patrick McGowan
Minutes of the previous meeting were accepted with corrections.

Director's Report

Facilities Issues

- Chris, Elaine and Paul Santolini have been enhancing the landscape to improve the plant beds and grounds.
- Repairs made to Sprinkler System—21 ft. of pipe replaced by Bay State Sprinkler System.
- Front doors need to be replaced. As the repair estimate is almost the same as the cost of a new door, a new door will be purchased.
- HVAC unit on the roof needs to be replaced.
- As this is a capital expenditure, town officials will have to be contacted to absorb the cost.
- Contractors have been contacted to repair:
 - 2 missing shingles on the roof—Titan
 - Several lights out in the Adult computer/Reference/Reading area—ML Schmidt.
- The library website hosting through Network Solutions will be renewed for another year.

Collection Development

- We are transitioning from Baker & Taylor to Ingram, although we can still purchase from Baker & Taylor, if we have to.
- A representative from Ingram will be giving training to Patrick and July.

Staff development

- Patrick has asked the staff to review the Aspen Institute—Rising to the Challenge: Re-Envisioning Public Libraries document.
- Samantha is completing paperwork to allow for re-imburement from the Ludlow Cultural Council of costs associated with a puppet program in the amount of \$400.00.

- Patrick is compiling a list of online training resources and requested the FT staff to complete one webinar per month.
- Patrick has completed Conflict of Interest training and provided notification to the Town Clerk.
- Judy has provided instruction on payroll and warrants processing, including the use of MUNIS software.
- Patrick is gathering data for the 8/18 ARIS deadline.
- Staff have provided copies of their job descriptions.

Strategic Planning

- Chris, Bob, Patrick, and Melissa have met to put finishing touches on language, goals, and objectives.

Technology upgrades

- Patrick has reached out to Gary from the town's IT department to have a medium level scanner attached to the PC located in the copier room.
- This would be paid for by the town's IT budget.
- It will provide user friendly scanning capability for the public.

Miscellaneous

- Patrick has had business cards printed.
- Quick reference guides for Word, Power Point, and Excel have been made available to the public.
- Staff will document the number of times the meeting rooms could not be available due to previous bookings.
- Patrick sent e-mail to July advising of attendance/ use of volunteer's issues.

Friends Group

- Planning is underway for hosting a 12 days of Christmas doll raffle.
- Friends plan to have a table at Cruise Night in September.
 - Friends will be paying for trophies.
- Friends also plan to have a table at the Festa celebration in September.
- The group discussed potentially having a Keurig style coffee/tea self-service in the library with a donation box to benefit the Friends.

The meeting adjourned at 4:30 PM

The next meeting is scheduled for September 7 at 3 PM

Respectfully submitted, Robert Mishol