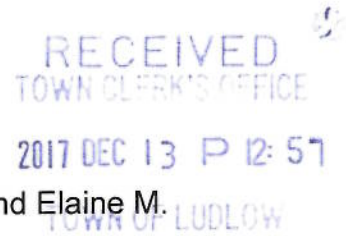


Board of Library Trustees
Hubbard Memorial Library
October 5, 2017



Attendees: Chris Davis, Robert Mishol, Patrick McGowan and Elaine M. Karalekas

Meeting started at 1 p.m.

Bob and Chris voted to accept the minutes from 7/27/17, the Executive Committee minutes of 9/7/17 and the minutes of 9/7/17.

Director Report

1. We received a copy of the Library Volunteer Policy which we will read and vote on at the next meeting.
2. We approved the Friends Group fund raising program to add a coffee/tea/hot chocolate service on a donation basis. They will pay for it.
3. Job Description updating; last approved by the trustees on 1985. It will be approved by the trustees at another meeting after descriptions are updated. It will show staff support of others and flexibility with staff goals and added language to include future library changes.
4. Pat updated on the State Aid financial report. It was sent in before the 10/6/17 deadline. It was done through the MBLC Website. The Mass Board of Library Commission helped with an adjusted municipal appropriation requirement.
5. Grant, Davis Foundation, application for the Makerspace was updated. Pat contacted the IRS, for the non-profit status. He needs to find out what the Children's Room needs for kits, Robotics etc. up to the \$30,000. range.
6. Angela Tobiasz is the new library page. She will work Tu. / Th. 5-8 and Sat 9-1 for a total of 10 hrs. /week.
7. Patrick has contacted Thomas Gomes, T & S Cleaning Service about cleaning issues. July will use volunteers to help clean after her projects. A new contract will be needed for 2018.
8. Parking lot addition. The town owns the lot. The DPW, Steve Frederick, needs to take down 3 trees, grind the stump and replace a sign that had been taken down.
9. Preparation for the new budget will include funding for a FT Reference Librarian/Technology position and another PT Library Page position.
10. Strategic Planning implementation overview... Patrick listed from the suggestions what has been done. July has done outreach to the schools and contracted someone who will help with space planning for free. He contacted Peska-Black from the Adult Learning Center and the Ludlow Senior Center. The Mass. Library Commissioners approved the Strategic Plan on 10/3/17.

11. Staff meeting report on behavior was shared.

The next meeting will be on 11/2/17 at 1 with a backup date of 11/7/17.
The meeting ended at 2:55 with Chris and Bob's motion to end.

RECEIVED
TOWN OF LUDLOW OFFICE
2017 DEC 13 P 12:57
TOWN OF LUDLOW

Respectfully submitted by
Elaine M. Karalekas